



Department of the Navy



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AD-A242 909



CAPS

Computer Assisted Personnel System

PDWRITER

Automated Classification System

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Users Manual



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Pdwriter 4.0

Introduction

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Main Topics

- How this users manual is organized
- How each chapter is organized
- How to use this guide
- An overview of the Pdwriter system
- Important information for users of previous Pdwriter versions

How This Users Manual is Organized

The Pdwriter Users Manual contains operating procedures and reference information for the Pdwriter System in the order that their topic would normally occur to the user. Chapter 1 covers basic information about the Pdwriter program, the terminology used, and an overview of each of the options available. Chapter 2 explains how to create a position description using Pdwriter. Chapter 3 describes the procedures to edit, save, and print your position description. Each chapter illustrates sample screens to help the user. The appendices provide a variety of reference material. Appendix A contains information on the General Schedule series and Appendix B has information on the Federal Wage System. For editorial simplicity, the term "position" is used for both General Schedule "positions" and Federal Wage System "jobs." Appendix C includes detailed guidance on the Pdwriter installation along with technical information.

How Each Chapter is Organized

Each chapter is divided into two main parts:

- 1) **Introduction:** The introduction to each chapter will explain the purpose of the chapter, and identify its main topics. It will also identify any common errors to avoid, special terminology, and the key concepts.
- 2) **Detailed Directions:** The Detailed Directions section discusses all the points listed in the Introduction in step-by-step detail.

How to Use This Guide

You can write a position or job description using either the Overview or the Detailed Directions. Classification information for the specific series is included on a brief Series Information Sheet in Appendix A or B. Don't be afraid to experiment with the system to become familiar with its operation.

An Overview of the Pdwriter System

The Pdwriter system has been developed to assist people who write and classify position and job descriptions. The system consists of a computer program which allows the user to choose menu statements keyed to a particular type of work. Based upon the user's selections, the program builds a description which contains duty statements and required factor statements. Descriptions may be viewed and revised; saved as data files for later revision within Pdwriter; saved as text files for editing in a word processor; and printed on a dot-matrix or laser printer. Knowledges, Skills, and Abilities (KSAs) may be created with the Pdwriter system for use in a vacancy announcement. The program may be run on a stand-alone personal computer or on a local area network file server (See Appendix C for detailed directions for network operation.) Each user can select a default file storage location as well as several screen color options.

In most cases Pdwriter will evaluate and classify the position, point out potential inconsistencies, and identify position management problems. The system is designed to be used as a tool by anyone who needs to classify or describe a position. No special computer knowledges are required. Despite the availability of on-line help screens and this manual, most users will find Pdwriter to be intuitive and easy to use.

Important Information for Users of Previous Pdwriter Versions

Pdwriter 4.0 is a significant enhancement over all previous versions of the program. Not only does it have many features the older versions did not have, but its internal operation is much different. For that reason, **it will not work** with data files (occupational menus) from the previous version, nor will the previous version work with the data files from Pdwriter 4.0. If you have a previous version of Pdwriter on your computer, please erase it. **Do not** attempt to combine the files from the new version with files from

the older version. Be sure to save any ".POS" files which were the text files you may have created when you used the previous version.

Using the FOXPRO Runtime Software

Pdwriter 4.0 was written and compiled using Foxpro, a database management system developed by Fox Software. Included in your set of disks is a copy of Foxpro Runtime. This is a package which allows users to run programs developed in Foxpro without having to own the actual Foxpro Development System. You may duplicate and distribute the Pdwriter program along with the Foxpro Runtime. The Foxpro Runtime version supplied with Pdwriter is for use solely with Pdwriter and should not be distributed separately.

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Pdwriter 4.0

CHAPTER 1

Getting Started

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Introduction

The purpose of this chapter is to provide information on how to begin to use Pdwriter. The main topics covered are:

- Special terminology
- How to Start the Pdwriter Program
- The Pdwriter Main Menu Screen
- How to Create a New Description
- How to Display Available Series
- How to Open a Saved Description
- How to Print a List of Available Occupations
- How to Print an Occupation Menu
- How to Develop KSAs for Staffing
- How to use the on-line help screens
- How to set up Pdwriter to a personal configuration
- Exiting from Pdwriter

Special terminology:

Enter This is the key which tells the computer to proceed based upon the information that you have typed. It is usually located to the right of the alphabet keys on the keyboard, and may be labeled either Return or Enter. It may just be labeled with a bent arrow (<—|), pointing down and to the left. To enter a command, type the command, and then press the Enter or Return key. See the explanation of the Return key on the next page. In this manual, the Enter key is displayed as <RETURN>.

Menu The term **menu** refers to a group of occupational menus, or series, covered by one number. The **menu number** is usually the series number, or the series number followed by a letter, but it may be a different number altogether. For example, menu 2005F covers Supply Clerk work in

support of a field activity, and menu 2005S covers Supply Clerk work in support of systemwide supply activities. The term **menu screen** refers to the menu for one screen.

Pay Plan

Most Federal workers are covered by the General Schedule, which is typically abbreviated GS. Trades and crafts work, skilled mechanical craft work, and unskilled, semiskilled, or skilled manual labor occupations are generally covered by the Federal Wage System. The letters WG are used in front of the series for nonsupervisory employees within the Federal Wage System. WS and WL are used for Supervisors and Leaders, respectively. There are other pay plans, but these designations cover most of the work included in this system.

Prompt line

At the bottom of many of the menu screens a prompt line will provide information on available options.

Return key

This is the key which tells the computer to proceed based upon the information that you have typed. It is usually located to the right of the alphabet keys on the keyboard, and may be labeled either Return or Enter. It may just be labeled with a bent arrow, pointing down and to the left. In this guide the symbol **<RETURN>** represents this key.

Series

A number assigned to a particular type of work. For example, the GS-2005 series covers work performed by Supply Clerks and Supply Technicians. One series can cover work at several different grade levels. Some series specifically exclude work which is outside of a specific grade range.

System prompt

This is the letter or group of characters that appears at the far left side of the computer screen, on the bottom line of the display. On most IBM compatible computers the system prompt is the letter C, followed by a "greater than" sign (e.g., C>), or a variation of this format.

Appendix A and Appendix B are designed to be reference tools to help determine the type of work covered by the series and menu number.

How to Start the Pdwriter Program

Turn on your computer following your normal start up procedures. When you reach the system prompt you are ready to start Pdwriter. If you are not at the root directory, enter the following:

CD\PDW4 <RETURN>

Then enter the following command to start Pdwriter:

PDW <RETURN>

The Pdwriter opening screen will appear. The version number will appear at the upper right corner. If you ever need technical support while using Pdwriter, it is important that you know what version you are using. After a few seconds, the opening screen will be replaced by the following screen, the main Pdwriter menu:

P d w r i t e r M a i n M e n u

1) Create a new description

2) Display available series
3) Open a saved description

4) Print a list of available occupations
5) Print an occupation menu
6) Develop KSAs for Staffing

H) Help - User information
S) Set up - Pdwriter configuration

Q) Exit from Pdwriter

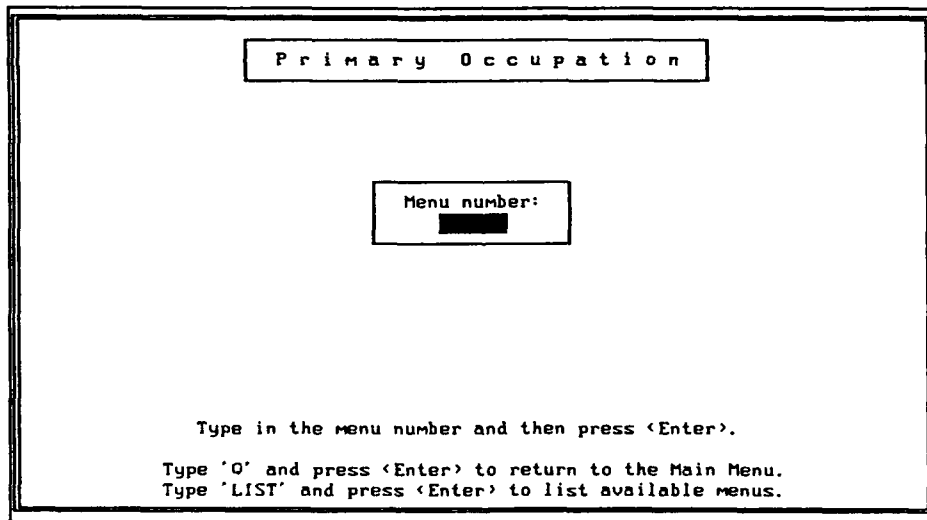
Enter number or use arrow keys and then press <Enter>.

The Pdwriter Main Menu Screen

This is the first operational screen in Pdwriter and the central point for doing all of the basic functions in the program. The screen has six options for performing basic Pdwriter functions, options to select on-line help and to configure Pdwriter, and an option to exit the Pdwriter program. Please note that at the bottom of this screen, and every Pdwriter screen, is a **Prompt Line** which gives specific directions for using the screen. In this case, the prompt directs you to enter a number or use the arrow keys and press **<RETURN>**. You can tell which option is currently selected by the location of the highlight bar.

Create a new description

You may select this option by using the arrow keys to highlight the option and then pressing the **<RETURN>** key or by just typing the number 1. After selecting this option, the following screen will be displayed:



Primary Occupation

Menu number: XXXXXXXXXX

Type in the menu number and then press <Enter>.

Type 'O' and press <Enter> to return to the Main Menu.
Type 'LIST' and press <Enter> to list available menus.

The most common error in this process is not entering the correct menu number. Some series have more than one menu, and the menu number may include a letter after the series number. A list of General Schedule menu numbers is at the beginning of Appendix A and a list of Federal Wage System menu numbers is at the beginning of Appendix B. If you know the

menu number you need to create a position description, simply enter that number in the box and press **<RETURN>**. More likely, you will not know what the menu number is, particularly in cases where there are multiple menus for a series. You also may want to know if the menu you want is loaded into the system. To obtain this information, type the word **List** and then press **<RETURN>**. The program will then go to the Available Series menu, which will be explained in the next section. Once you see that the menu you want is available and have entered it into the menu selection box, the program will take you into the first screen for menu which is the Menu Confirmation Screen. If you have selected a menu which is not available on your system, the program will display a message saying "**Menu not available**" or "**Menu not available on this disk.**" The first message means that the menu selected is not part of the Pdwriter system and the second message means that the menu selected is part of the system but was not loaded onto your hard disk. In this case, please refer to Appendix C for directions on installing additional menus.

Display Available Series

If you are not sure what series menus are available in your Pdwriter system, use the arrow keys to highlight this option and press **<RETURN>** or simply type the number 2. If you used the Create a New Description option and typed List instead of a menu number, the program would have brought you to this option. The screen for this option is as follows:

A v a i l a b l e S e r i e s

1)

 Display series in alphabetical order

2) Display series in numerical order

0) Return to Main Menu

Enter number or use arrow keys and then press <Enter>.

There are three options on this screen. You may either display all of the available series in alphabetical order or numerical order by selecting option 1 or 2 respectively, or you may return to the main menu by selecting the letter Q.

Open a Saved Description

Previous versions of Pdwriter did not allow you to save your work except as a word processing document. Pdwriter 4.0 allows you to save a data file which contains all of the pertinent information required to recreate your position description. The advantages of saving position descriptions as a data file are that they require much less storage on your hard disk than a text file and can be modified using Pdwriter. Select this option by pressing the up or down arrow keys until you highlight the option and pressing **<RETURN>** or by typing the number 3. The following screen will be displayed:

File Name

Path: F:\PDFOXPRO\
SAMPLE

Please enter file name in the space above. Do not enter the file extension (SDF). For example, if the full file name is SAMPLE.SDF, type SAMPLE and press Enter. Include the complete path if it is different from the directory and path shown above.

Type in the file name and then press <Enter>.
Type 'Q' and press <Enter> to return to the Main Menu.

Type the name of the file you want to open. Do not enter the file extension (.SDF) as the program automatically adds the extension. Please note that the path has already been defined. If you want to open a position description that is in a different location than the default location, such as a floppy disk, enter the complete path before the file name (e.g., A:\SECY_PD). If you attempt to enter a path or file name which the program cannot find, an error message will be displayed which will explain your mistake. Occasionally you may be using Pdwriter and be interrupted by a power failure or some other problem which may require you to reboot your PC prior to having saved your position description. If you have completed selecting all of the factors, the program will have automatically saved your position description under the file name LASTPD. Simply restart Pdwriter, select option number 3, type **LASTPD**, and press **<RETURN>**. The last PD which you had worked on will be restored. However, this is more for emergencies than a preferred means of saving files, so it is strongly recommended that you regularly save your work through the normal means described in the next chapter.

Print a List of Available Occupations

Select this option by either using the arrow keys to highlight the option and pressing **<RETURN>** or typing the number 4. The following screen will be displayed:

A v a i l a b l e S e r i e s

1) Print series in alphabetical order

2) Print series in numerical order

Q) Return to Main Menu

Please make sure that your printer is ready to print.
Enter number or use arrow keys and then press <Enter>.

This screen is similar to the screen for displaying available series, except that the information will be printed instead of shown on your monitor. If your printer is not on-line, the program will display a message asking that you try again after you have properly set up the printer.

Print an Occupation Menu

This option allows you to print all of the screens that appear when you select an occupation menu. It is useful if you want to study the occupation menu to use as a check-list PD and do not have access to a personal computer. Select this option by either using the arrow keys to highlight the option and pressing <RETURN> or typing the number 5. You can enter a specific menu number, type List to see all of the available menus, or Q to return to the main menu. The following screen will be displayed:

The screenshot shows a terminal window titled "Desired Occupation". Inside the window, there is a label "Menu number:" followed by a small black rectangular input field. At the bottom of the window, there are three lines of instructions: "Type in the menu number and then press <Enter>.", "Type 'Q' and press <Enter> to return to the Main Menu.", and "Type 'LIST' and press <Enter> to list available menus."

Develop KSAs for Staffing

This option allows you to view Knowledges, Skills, and Abilities (KSAs) used in the staffing process in Merit Promotion Announcements, provided the

KSAs have been developed for the particular occupation menu selected. Select this option by either using the arrow keys to highlight the option and pressing <RETURN> or typing the number 6. The following screen will be displayed:

The screenshot shows a terminal window titled "Primary Occupation". Inside the window, there is a box labeled "Menu number:" with the text "339SA" entered. Below this box, there are three lines of instructions: "Type in the menu number and then press <Enter>.", "Type 'Q' and press <Enter> to return to the Main Menu.", and "Type 'LIST' and press <Enter> to list available menus."

The format of this screen should be familiar as it was used previously. As before, simply enter the number of the occupation menu you want, type **List** to see all available menus, or **Q** to return to the main menu. If you select an occupation menu which does not have KSAs developed, the program will display a message to that effect. (The Department of Navy's Office of Civilian Personnel Management is working to develop KSAs for all occupations currently in the system. As additional KSAs are developed, updates will be provided to users.) If KSAs are available, the program will display the Menu Confirmation Screen for that occupation. If the selected menu is the one you want, type the number 1 and press <RETURN>. Then select duties as appropriate. Pdriter will select KSAs based upon the knowledges, skills, and abilities required to perform the duties you select. Once you have selected all the duties you want, press **Q** to exit the duty selection screens. The program will then offer you the chance to select

KSAs from other occupation menus. If you do not want to add any other series, type **Q** and **<ENTER>**. The following screen will then be displayed:

K S A O p t i o n s

1) View the KSAs for this position

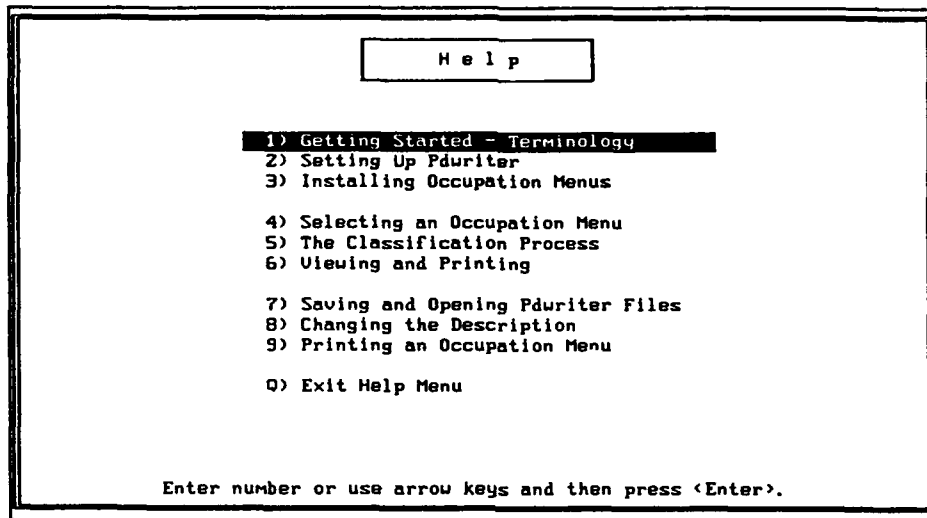
2) Print the KSAs for this position
3) Save KSA file for Merit Staffing use
Q) Quit - Return to Main Menu

Enter number or use arrow keys and then press <Enter>.

The options displayed on this screen allow you to view the KSAs created, print them on your choice of printers, save them to a file for later use, and return to the main menu. If you want to revise the KSAs, save the KSA file using option **3** and edit them in your word processor.

Help - User Information

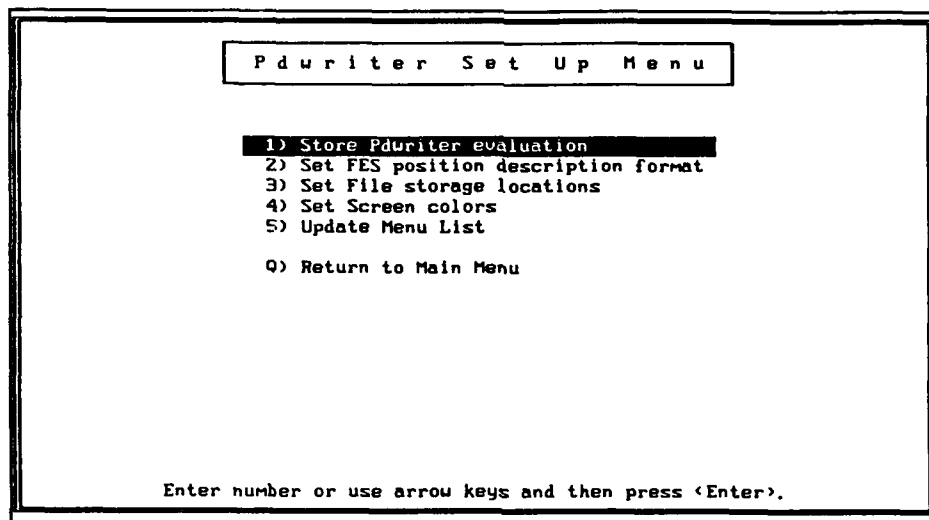
Select this option by using the arrow keys to highlight the option and press **<RETURN>** or by typing the letter **H**. The following screen will be displayed:



By using the arrow keys or typing the number at the beginning of each line, you can get specific help for most of the key functions performed in Pdriter. Pressing the letter **Q** will return you to the main menu. While the on-line help is not intended to replace the User's Manual, it will serve as a quick reference.

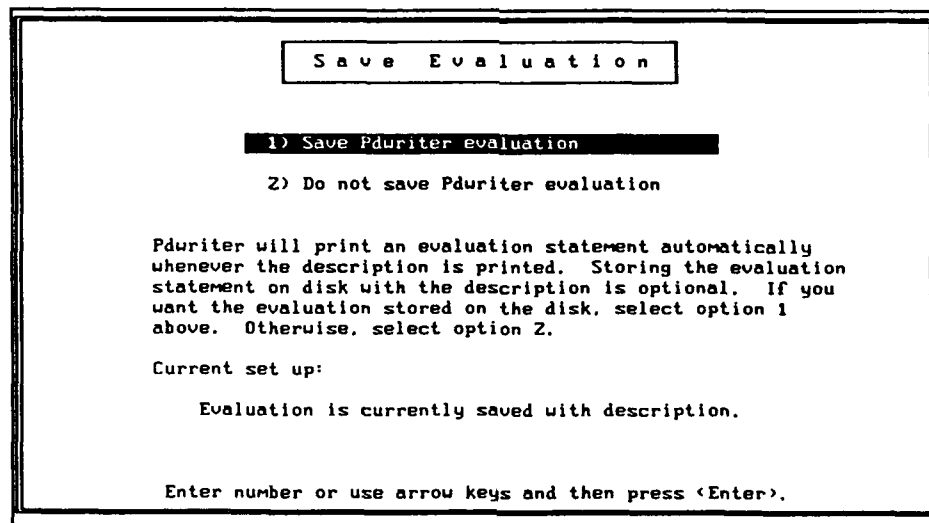
Set up - Pdwriter Configuration

The first time you use Pdriter after installation, the program will automatically go to the Set up Menu. Even if you are running Pdriter from a network, you need to personalize the configuration. Select this option by using the arrow keys to highlight the option and press **<RETURN>** or by typing the letter **S**. The following screen will be displayed:



Store Pdwriter Evaluation

Select this option by typing the number 1 or using the arrow key to highlight the option and pressing <RETURN>. The following screen will be displayed:



This option allows you to decide if you want to store the evaluation of the position created in Pdriter. The evaluation explains the rationale for the

title, series, and grade of the position. Select the option best suited for your organization's requirements and policies.

Set FES Position Description Format

Selecting this option from the Pdwriter Setup Menu will display the following screen:

F E S P D F o r m a t

1) Print factor levels and points in PD

2) Do not print factor levels and points

Pdriter will print headings at the top of each FES factor. As a part of the heading you can include the factor level and points produced by the Pdriter evaluation process. Select option 1 if you want to print the levels and points. Otherwise, select option 2.

Current set up:

Factor information is currently printed.

Enter number or use arrow keys and then press <Enter>.

When you print a position description, Pdwriter will print a heading at the top of each of the Factor Evaluation System (FES) factors. Based on your selection in this option, the program can print the factor level and points for those positions whose classification is based on the FES factors. Pdwriter uses a modified FES format for all of the General Schedule positions it creates, but only uses the FES point levels for those positions whose classification standard is based on FES concepts.

Set File Storage Locations

This option is very important as it determines locations for storing your position description information on disk. Select it by arrowing down to the option and pressing **<RETURN>** or by typing the number **3** from the Pdwriter Setup Menu. The following screen will be displayed:

File Storage

When you save files in Pdriter you can store them in the location of your choice. The current drive and path for each file is shown below. If you wish to change the location for any of the files, enter the complete path in the appropriate box below.

Data file for later use within Pdriter:
F:\PDFOXPRO\

Word processing files for editing with a word processor:
F:\PDFOXPRO\

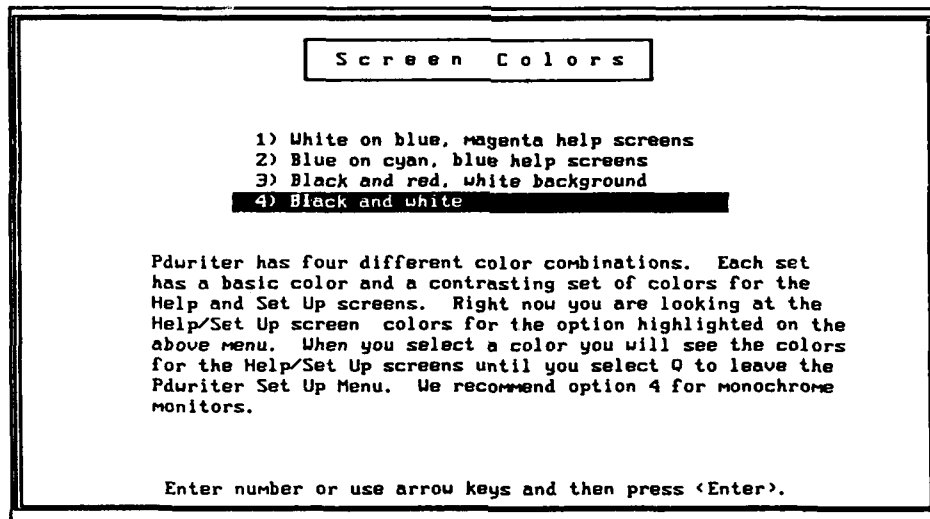
Staffing/KSA data files:
F:\PDFOXPRO\

Type appropriate path and then press <Enter>.

The file storage locations can be set up according to your personal requirements and preferences. Data files are the Pdriter position descriptions in a format that Pdriter can recall to recreate the position description for further revision. You can store these in a directory of your choice on your hard disk or on a floppy disk if you want to keep them under control. Word processing files are the position descriptions you created in a generic text format which can be read by any word processor used on an IBM-compatible personal computer. You might want to save these files in the directory which contains your favorite word processor. Staffing/KSA data files are those created when you develop KSAs. Do not worry about these file storage locations being permanent; Pdriter only offers them to you as a default when you want to save information. You can select a different file storage location quite easily by typing the entire path name instead of the file name (e.g., C:\ENABLE\WORKMY_PD). After entering the path information for each of the options shown, press **<RETURN>** to move to the next option and to return to the previous menu screen.

Set Screen Colors

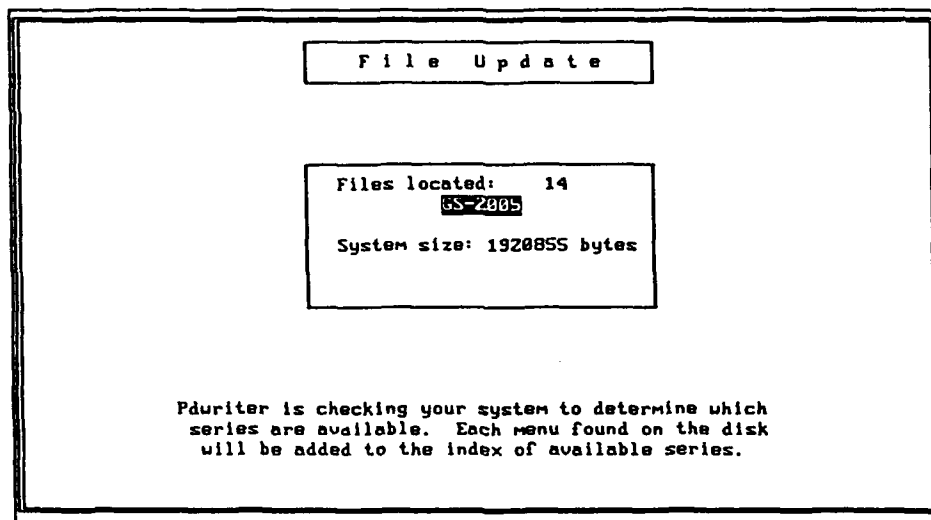
This option allows you to personalize the colors displayed on the Pdwriter screen. After selecting this option by typing the number 4 or pressing **<RETURN>** after using the arrow keys to highlight the option, the following screen is displayed:



You can select three color combinations or black and white. Help screens and the Set Up Menu screens are in different colors from the regular Pdwriter screens. Use black and white screens with monochrome monitors.

Update Menu List

When you select this option by typing the number 5 or using the arrow keys to highlight the option and pressing **<RETURN>**, the program automatically updates your occupation menu list. The update screen looks like this:



Normally you add new menus through the batch program **Newmenu** which is run from the DOS prompt. Menus may be deleted using regular DCS commands. Pdriter will automatically update the menu list the first time that you use it after it has been installed. If you receive a message during the update that there were no files to update, then you have not loaded the files from the floppy disks onto the proper directory in your hard disk. If you receive a message that the disk is full, you will need to exit Pdriter and delete some files from your hard disk. We recommend that you only load those occupation menus that you will actually use since the entire Pdriter occupation database is over 7 Megabytes. See Appendix C for more information on updating your menu list. If you did not use the **Newmenu** process defined in Appendix C to update your menus, you will have to update the menu list.

Return to Main Menu

Select this option when you have completed your set up options. It will return you to the main menu. If you have made any changes, however, it will display the following confirmation screen:

S e t U p C o n f i r m a t i o n

1) Change the set up and save the changes

2) Change the set up this time only

3) Return to the Pdriter Set Up Menu

Q) Quit set up without making changes

These are the new colors of the main screen.
The evaluation will be saved with the description.
Factor information will be printed in the description.

Data storage path is: F:\PDFOXPRO\
Word processing path is: F:\PDFOXPRO\
Staffing/KSA path is: F:\PDFOXPRO\

Enter number or use arrow keys and then press <Enter>.

You can save the changes, save them for one-time only, return to the set up menu for additional changes, or quit without making changes.

Exiting from Pdwriter

This is the last option on the Pdriter Main Menu. Selecting **Q** will close all of the Pdriter program and return you to the DOS prompt.

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Pdwriter 4.0

CHAPTER 2

Creating a New Position Description

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Introduction

The purpose of this chapter is to provide information on how to actually create a position description in Pdwriter. For the purpose of this chapter, we will use the GS-221, Position Classification Series, as our occupation menu. The screens which will be displayed will be from the 221 occupation menu. The main topics covered are:

- How to select an occupation menu

- How to select duties

- How to add or revise duties

- How to show percentages of time

- Factor level statements

- How Pdwriter classifies the position

- The Pdwriter Options Menu

- Viewing options

- How to revise the position description

- Printing options

- How to save position description information

How to Select an Occupation Menu

When you select option 1, Create a New Description, from the Pdwriter main menu the following screen will be displayed:

Primary Occupation

Menu number:
221

Type in the menu number and then press <Enter>.

Type 'Q' and press <Enter> to return to the Main Menu.
Type 'LIST' and press <Enter> to list available menus.

Type in the number for the occupation menu you want to use and press <RETURN>. If you do not know the menu number you need, type **LIST** and press <RETURN>. Pdwriter will present the Available Series screen and you can select either an alphabetic or numeric display of all available series. (Chapter 1 explains this option in more detail.) The most common error in this process is not entering the correct menu number. Some series have more than one menu, and the menu number may include a letter after the series number (for example, in the Computer Specialist Series, the programmer analyst menu is 334PA). A list of General Schedule menu numbers is at the beginning of Appendix A and a list of the Federal Wage System menu numbers is at the beginning of Appendix B.

How to select duties

After you have selected an occupation menu which is available on your system, Pdwriter will display a series confirmation screen similar to the following one:

```
A: PLEASE CONFIRM THE FOLLOWING SERIES INFORMATION 1
```

1. The employee performs evaluative or technical work classifying positions and/or establishing and maintaining position classification plans.

Note: If the primary duties of the position are a combination of Position Classification Series, GS-221 and Wage Administration Series, GS-223 work equal in terms of difficulty and neither of which is predominant, continue with the use of this menu. If the primary duties of this position are to perform clerical or related nontechnical supporting work related to position classification, use either menu 283CA for Classification Assistant work, or menu 283CC for Personnel Clerical work in the classification function.

The classification criteria are based on the OPM PCS for Position Classification Series, GS-221, dtd Jun 66, (TS-62).

Enter number to pick. Type a 'Q' and press <Enter> to quit.

This screen provides a definition of the work covered by the occupation menu selected along with other useful information, such as alternate choices of series. If you decide that this is not the correct occupation menu, type **Q** and press **<RETURN>** to return to the main Pdwriter menu. If you want to continue with this occupation menu, type **1** and press **<RETURN>**. The next screen will be a duty screen. At the top of the screen will be a general summary of the duty. The screen will display one or more options for that duty. Each option is a short summary of the actual duty statement which will appear in the final position description. There are three options available on each duty screen. First, you may select one of the choices by typing the number next to the option and pressing **<RETURN>**. The duty will be selected and the program will continue to the next duty. The second option is to skip the duty by simply pressing **<RETURN>** which will also take you to the next duty. The third option is to press **Q** and **<RETURN>** which will end the duty selection process. If you have not selected any duties, the program will alert you. Continue through this process until you

have selected as many duties from the occupation menu as desired. A typical duty screen is as follows:

A: CLASSIFY POSITIONS/PROVIDE CLASSIFICATION SERVICES []

- 1. For problems of average difficulty for organizations with common occupations and a complex or dynamic unstable environment. (Typical of GS-09)**
- 2. For problems of average difficulty for organizations with occupations in short supply and a reasonably stable/clear cut organization. (Typical of GS-09)**
- 3. For problems of average difficulty for organizations with a wide variety of mostly General Schedule positions. (Typical of GS-09)**
- 4. For problems of more than average difficulty for complex or highly dynamic and unstable organizations with difficult hard-to-fill/one-of-a-kind positions. (Typical of GS-11)**
- 5. For problems regularly of more than average difficulty for complex, dynamic or new organizations primarily with large numbers of diverse high grade/hard-to-fill/one-of-a-kind positions. (Typical of GS-12)**

Enter Paragraph Number to select, leave blank to skip, or enter Q to quit.

Adding or Revising Duties

Once you have selected choices from all of the duty options or quit from one of the screens, the following screen will be displayed:

A d d o r R e v i s e D u t i e s

Menu number:

If you want to revise previous selections, type in the number of the menu that you used to select the duties. The number of each previous selection will appear in the box on the top line on the screen. Your previous menus were: 221

Type in the menu number and then press <Enter>.

Type 'Q' and press <Enter> to return to the Main Menu.
Type 'LIST' and press <Enter> to list available menus.

This screen allows you to add additional occupation menus to your position. For example, you may want to have a combination of classification and staffing specialist work, or you may want to return to the menu just used to make some revisions. Pdwriter allows **up to four occupation menus** and **a maximum of 15 duties** to be combined in a single position description. The program will list on the screen the occupation menus you have already used.

Assigning Percentages

Once you have completed adding or revising duties, Pdwriter displays the following screen to allow you to assign percentages to the duties:

| P e r c e n t a g e s o f T i m e | |
|---------------------------------------|--|
| Percent | Duty |
| 20 % | CLASSIFY POSITIONS/PROVIDE CLASSIFICATION SERVICES |
| 20 % | PERFORM POSITION MANAGEMENT SURVEYS AND/OR STUDIES |
| 20 % | PROVIDE MANAGEMENT ADVISORY SERVICES |
| 20 % | CONDUCT PROGRAM TRAINING |
| 20 % | PERFORM CLASSIFICATION TECHNICAL SERVICES |

Enter numbers. Use arrow keys to back up. Use zero to omit a duty.

Simply type in whole numbers for each duty (i.e., type 33 to show 33%, not .33). If you assign no value or a zero to a duty, it will not appear in the final position description and will not affect the evaluation. Do not use decimals. Your total must be between 90 and 100%; if it is less than 90% or more than 100% the program will force you to reenter the values. If you assign less than 100%, Pdwriter will create a duty "Performs other duties as assigned." and give it the unassigned percentage. Enter the percentages simply by typing the number you want for each duty and pressing **<RETURN>**; or you may enter a number then use the arrow keys to go to the next duty. In classifying the overall position, Pdwriter assigns the grade based on the highest grade level of work performed (cumulative duties) for at least 25% of the time. After you select a value for the last duty, Pdwriter will continue to the factor level process.

Factor Level Statements

After you assign percentages of time to the duties you selected, Pdwriter will display a series of factor level statements. Factors are the evaluation criteria used to classify a position. Each factor screen describes one of more factor levels from which you must make a selection. The total number of factors presented varies depending on the number of evaluation factors in the official OPM classification standard for the occupation. Most recent General Schedule (white collar) classification standards are based on the Factor Evaluation System (FES) which uses nine standard evaluation factors. These are:

- Factor 1, Knowledge required by the Position
- Factor 2, Supervisory Controls
- Factor 3, Guidelines
- Factor 4, Complexity
- Factor 5, Scope and Effect
- Factor 6, Personal Contacts
- Factor 7, Purpose of Contacts
- Factor 8, Physical Demands
- Factor 9, Work Environment

Other General Schedule standards and most Federal Wage System (blue collar) standards have fewer factors. The following is a typical factor screen:

| |
|---|
| <p>B: DESCRIBE THE JUDGMENT NEEDED TO APPLY THE GUIDELINES</p> <p>1. Selects proper guidelines according to the circumstances of the specific case, e.g., determining which of several alternatives to use, and applying well understood criteria or deviations for which precedents have been clearly established. Situations to which guidelines cannot be applied or significant proposed deviations are referred to senior personnel. (125 points, GS-5 thru GS-7)</p> <p>2. Judgment is used in determining the appropriateness or applicability of guide(s) to specific cases/situations, considering the degree and extent of subject-matter similarities and differences. (275 points, GS-6 thru GS-7)</p> <p>Enter Number to pick, PgUp or f to back up. Do not leave blank.</p> |
|---|

Pdwriter factor level statements often do not specifically address each of the factors in the OPM classification standard, since information about some of the factors has already been provided in the selection of duties.

Classifying the Position

Pdwriter will classify the position based on the information you have provided. A screen similar to the following will be displayed, depending on whether the position is classified under the General Schedule using Factor Evaluation System standards or narrative standards or under the Federal Wage System.

| C l a s s i f i c a t i o n I n f o r m a t i o n | | | |
|--|---------|------------------------------|----------|
| Menu: | Series: | Type of work: | Percent: |
| 221 | GS-221 | Position Classification Spec | 100 |
| 100% of the work of the position is covered by narrative classification standards. Please wait while this work is evaluated. | | | |
| Classification Evaluation Completed | | | |
| Press any key to continue. | | | |

If the program could not classify the position an appropriate message will be displayed. Otherwise, simply press <RETURN> to continue.

The next screen shows the grade level information of the position. If the position was classifiable, the screen will show what the grade is and what percentage of work is at or above that grade level. The following is a sample of this screen:

G r a d e L e v e l I n f o r m a t i o n

The supportable grade is GS-09 because 80% of the work is at or above the GS-09 grade level.

80% of the duties are at the GS-09 grade level.
20% of the work is not grade controlling.

Press any key to continue.

This screen is displayed if the factors are consistent with the grade. (It will not appear when classifying a Federal Wage System job.) If the factors selected are consistent with the chosen duties, a statement will be displayed that the factors appear consistent with the grade. However, if the factors are out of line with the duties, i.e., too high or too low, the screen will display a series of statements listing which factors are out of line. You may want to make a note of any problems identified and contact your position classification specialist for assistance. At this point you have created a position description. The next chapter will explain how to view, edit, save, and print your position description.

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CHAPTER 3

Editing and Using a Position Description

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Introduction

The purpose of this chapter is to provide information on how to edit, view, save, and print position descriptions created in Pdwriter. All of the procedures described in this chapter cover methods for editing, viewing, saving, and printing your position description. Once you have completed creating your position description using the procedures described in the previous chapter and an evaluation was presented, the following screen will be displayed:

P d w r i t e r O p t i o n s M e n u

1) View the position description

2) Revise the position description
3) Print the position description

4) Save data file for future Pdwriter use
5) Save text file for Word Processing use
6) Create KSA's for Merit Staffing use

H) Help - User Information
S) Set up - Pdwriter configuration

Q) Quit - Abandon this description

Enter number or use arrow keys and then press <Enter>.

The above menu will provide all of the options needed to work with the position descriptions you create with Pdwriter. As with the other menus, to select an option, either type the number or letter at the left of the desired option, or use the arrow keys to move the highlight bar to the desired selection and press <RETURN>.

Viewing the position description

Selecting option 1 allows you to view the position description currently active by displaying the following screen:

V i e w i n g O p t i o n s

1) View entire description

2) View specific parts of description

3) View classification evaluation

Q) Return to Options Menu

You can view the complete description by selecting item 1.
Select item 2 if you want to look at a specific part of
the description.

Enter number or use arrow keys and then press <Enter>.

To view the entire position description, simply select option 1 from this menu and each section of the position description will be displayed. To view only selected parts of the position description, select option 2. A screen will list the various parts of the position description (introduction, duties, factors, and explanatory statements) and by selecting options from that menu the specific parts will be displayed. Option 3 will display the evaluation statement as it will appear when printed. Selecting Q will return you to the Pdwriter Options Menu.

Revising the position description

Selecting this option from the Pdwriter Options Menu allows you to modify the position description by changing duties, factors, percentages, and explanatory statements. To make minor editorial changes to your position description, you will need to save the position description as a text file and use a word processor. The following screen is displayed when you select option 2 from the Pdwriter Options Menu:

R e v i s i o n O p t i o n s

1) Revise duties and percentages

2) Revise factor statements

3) Revise percentages only

4) Revise explanatory statements

Q) No more revisions

You can revise duty statements, factor statements, or both.
When you complete your revisions the classification of the
position will be reevaluated.

Enter number or use arrow keys and then press <Enter>.

Selecting option 1 from this menu will display the Add or Revise Duties screen previously used when you originally created the position description. Selecting option 2 allows you to revise the factor statements in the same manner as they were initially selected. Option 3 allows you to modify the percentages for the major duties. Select option 4 when you have no more revisions and the program will re-evaluate your position description.

Printing Options

This option allows you to print your position description on your choice of three different printers. When you select the print option, the following screen is displayed:

P r i n t i n g I n f o r m a t i o n

1> Print the description

2> Print to auxiliary printer on LPT2

3> Print to auxiliary printer on LPT3

Q> Quit - Return to Options Menu

To print your description, make sure that your printer is turned on. For normal printing, select option 1 from the menu. If you want to print to a printer connected to a different printer port on your computer, you can select option 2 or option 3.

Please make sure that your printer is ready to print.

Enter number or use arrow keys and then press <Enter>.

Pdwriter will automatically select the printer connected to the LPT1 (Line Printer 1) port on the back of your computer. If you have two or more printers connected to your computer (or if your computer is connected to a local area network), select which printer you want to use. Please refer to your PC user's manual or talk with your office's computer system administrator for technical assistance on setting up printers. Pdwriter is designed to print on dot matrix printers with no additional set up required and will print according to the defaults established for the printer. It will also work with non-Postscript Laser printers (e.g., HP Laser Jet II or III). However, if you are printing on a Postscript Laser printer, you will need to save your position description as a text file and enter an application which will reformat your position description for printing under Postscript. Select

which printer you wish to use by typing 1, 2, or 3, or type Q if you do not want to print at this time. If your printer is not ready to print when you select one of the print options, you will receive an error message directing you to turn your printer on.

Saving your position description as a data file

You will usually want to save your position description once you have created it, and Pdwriter allows you to save it as both a text file for later editing in a word processor or as a data file for later editing in Pdwriter. Please refer to Chapter 1 of this manual for information on setting the defaults for the save option. When you select Option 4 from the Pdwriter Options Menu, you are given the opportunity to save the position description as a data file. This file can be reopened by Pdwriter to make further changes to your position description. When you select Option 4, the screen on the next page will appear. The default path which you previously established is shown on the line which begins with "Path:". To save your position description as a data file, simply enter the name you want it saved as on the highlighted line. The name cannot exceed 8 characters and must not have any punctuation marks. If you want to save your position description in a location other than the previously established default location, simply type the complete path on the highlighted line, being sure to include the file name. For example, if your default file storage location is C:\PDW4\ but you want to save a position description under the name "MYPD" to a floppy disk in your "A" drive, simply type A:\MYPD and press <RETURN>. A screen will then be displayed which will inform you that your file has been saved, show the file name, and the path giving the location of the file. If you attempt to save your position description to an invalid location (such as a non-existent disk drive) or use a name which is not acceptable to the computer, an error message will be displayed explaining your error.

F i l e N a m e

Path: F:\PDFOXPRO\
SAMPLE

Please name your file. The name can be up to 8 characters long. Include the complete path if it is different from the path shown above. Don't use punctuation marks in the file name. The extension SDF will be added automatically.

Type in the file name and then press <Enter>.
Type 'Q' and press <Enter> to return to the Main Menu.

Saving your position description as a text file

Selecting Option 5 from the Pdwriter Options Menu will take you through the same process, except that you are given the opportunity to save your position description as a text file for later use in a word processor. Simply use the same procedures described above to save the position description as a text file. You do not have to save your position description in both formats (indeed, you do not have to save it at all if you will not need it again). Pdwriter assumes that you would save the position description under the same name if you save it as both a data file and text file, and will automatically supply the appropriate file name. You may change this name if you want by simply entering a new name. The Pdwriter program will alert you if you attempt to abandon the position description you are using if you have not saved it. You can choose to not save the position description, but you will find it advantageous to save your work for future reference.

Creating KSAs for Merit Staffing Use

Option 6 from the Pdwriter Options Menu will allow you to create KSAs from your position description to be used in the Merit Staffing process. KSAs are knowledges, skills, and abilities needed to perform a position and are usually defined in a merit promotion vacancy announcement when a position is being filled. Pdwriter will create a list of KSAs based upon the duties you selected when you created the position description. The explanation provided in Chapter 1 of the manual covers all of the details needed for using the KSA option under Pdwriter. There is only one significant difference. When the KSA option is called from the Main Pdwriter Menu you may select any series and create KSAs for any new position. When the KSA option is selected from the Pdwriter Options Menu, the KSAs will be developed from the position description just created.

Help and Set-Up Options

The Help and Set-Up options available under the Pdwriter Options Menu are the same as those under the Main Pdwriter Menu. Please refer to Chapter 1 for detailed information on those options.

Quitting and abandoning the current position description

Select this option when you want to leave the current position description you are working on and return to the main menu. If you have not saved your position description as a data file, the program will warn you that your work will be lost if you do not save it. The screen on the next page will be displayed. Select Option 1 if you want to save your position description as a data file for later use. When you select this option, the Save Position Description screen will be displayed and you may save your work using the procedures described previously. Selecting Option 2 will result in you returning to the Main Pdwriter Menu without saving your position description. However, even if you chose not to save the position description, it will still be available under the name **LASTPD** until another position description is created. If you select Option 3 you will return to the Pdwriter Options Menu.

C a u t i o n - P D N o t S a v e d

- 1) Save data file before quitting**
- 2) Abandon description without saving**
- 3) Return to previous menu**

If you save a data file before you quit you will be able to reopen the PD at another time. If you abandon the description without saving it you will not be able to return to it - it will be gone. To save a text file for editing in a word processor, return to the previous menu and pick choice 5.

Enter number or use arrow keys and then press <Enter>.

This concludes the instructions on using Pdwriter. The best way to learn how to use the program is to start experimenting. Try to create a position description and use the various options. You will find the program very easy to understand. Help is always just a keystroke away if you get confused.

Appendix A and B provide information on the General Schedule and Federal Wage System occupations available in Pdwriter. The information may help you understand the occupations before you start creating position description. Appendix C provides detailed installation directions and technical information on Pdwriter.

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Appendix A

General Schedule Series Information Sheets

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Appendix A

GS-0081

Firefighter - Page 1

- Update Notice:** The recently released OPM classification standard for this series was not included in this issuance of Pdwriter. Pdwriter can still be used to create a position description, but the classification of the position should be verified against the latest OPM classification standard.
- Work Covered:** This series covers positions where the primary purpose is controlling and extinguishing fires, rescuing persons endangered by fires, preventing fires by reducing or eliminating potential fire hazards, operating fire communications equipment, or developing and implementing fire protection and prevention plans, procedures, and standards.
- Work Not Covered:** Positions where the primary work involves protective services work in guarding Federally owned or leased buildings and property, protecting Government equipment and material and controlling access to Federal installations, including incidental requirements for identifying obvious fire hazards, is covered by the Security Guard menu, number 085. work involves operating fire communications equipment, but does NOT require specialized knowledge of firefighting techniques, equipment, and procedures, it should be classified to the appropriate communications series.
- Duty Options:** This menu is comprised of four screens which allow you to pick from several standardized descriptions typical of work in this series. They include:

[Continued on next page]

A. Structural Firefighting

1. Firefighter (Structural), GS-081-4. The employee performs structural firefighting tasks of moderate complexity.
2. Firefighter (Structural), GS-081-5. The employee performs structural firefighting tasks where structures and operations present different and unusually difficult problems due to the types and variety of hazardous conditions encountered.
3. Firefighter (Structural), GS-081-5. The employee performs structural firefighting tasks at a research activity that produces and tests experimental fuels, explosives, gases, chemicals, etc.

B. Airfield Firefighting

1. Firefighter (Airfield), GS-081-4. The employee performs airfield crash/rescue and firefighting tasks involving small aircraft and helicopters.
2. Firefighter (Airfield), GS-081-5. The employee performs airfield crash/rescue and firefighting tasks at airfields that predominantly have large or complex aircraft (fighters, bombers, passenger, cargo, etc.).

C. Fire Protection Inspection Work

1. Fire Protection Inspector, GS-081-5. The employee performs fire protection inspection duties where the nature of hazards and the potential severity are typically at a moderate degree.

[Continued on next page]

2. Fire Protection Inspector, GS-081-7. The employee performs fire protection inspection duties where the hazards and potential severity are of a high degree and the expectancy of fire is high.

D. Driving Motorized Firefighting Vehicles

1. Firefighter (Airfield), GS-081-5, or Firefighter (Structural), GS-081-5. The employee drives and operates the equipment of one or more types of firefighting vehicles, e.g., pumpers, aerial ladder trucks, crash rescue trucks, fireboats, etc.

Evaluation Data:

The authorized titles for positions in this series include Firefighter (Structural) for positions which fight fires in structures, and Firefighter (Airfield) for positions which fight fires in aircraft and structures directly related to aircraft operations. Fire Protection Inspector is the proper title for positions which primarily perform fire inspection work.

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GS-0083

Police Officer - Page 1

Work Covered: This series covers positions where the primary purpose is the performance of law enforcement work in the preservation of the peace, the prevention, detection, and investigation of crimes, the arrest or apprehension of violators, and assistance to citizens in emergency situations.

Work Not Covered: Positions where the primary work involves protective services work in guarding Federally owned or leased buildings and property, protecting Government equipment and material and controlling access to Federal installations, is covered by the Security Guard menu, number **085**.

Duty Options:

- A. Patrol duty
- B. Traffic control - monitor and direct
- C. Traffic control - accidents and incidents management
- D. Reports
- E. Arrests/apprehensions
- F. Investigations
- G. Dispatcher

Evaluation Data: The authorized title for positions in this series is Police Officer. Positions at grades GS-3 through GS-7 are covered by the duties statements. This series is covered by a Factor Evaluation System classification standard, and other work which is also covered by the Factor Evaluation System is included in the evaluation.

[Continued on next page]

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Appendix A

GS-0083

Police Officer - Page 2

Typical patterns for police work:

| Factors | GS-3 | | GS-4 | | GS-5 | |
|----------------------|--------|-----------|--------|-----------|--------|-----------|
| | Level | Points | Level | Points | Level | Points |
| Knowledge and Skill | 1-2 | 200 | 1-3 | 350 | 1-3 | 350 |
| Supervisory Controls | 2-2 | 125 | 2-2 | 125 | 2-2 | 125 |
| Guidelines | 3-1 | 25 | 3-1 | 25 | 3-2 | 125 |
| Complexity | 4-1 | 25 | 4-2 | 75 | 4-2 | 75 |
| Scope and Effect | 5-1 | 25 | 5-2 | 75 | 5-2 | 75 |
| Personal Contacts | 6-1 | 10 | 6-2 | 25 | 6-3 | 60 |
| Purpose of Contacts | 7-1 | 20 | 7-2 | 50 | 7-3 | 120 |
| Physical Demands | 8-2 | 20 | 8-2 | 20 | 8-2 | 20 |
| Work Environment | 9-2 | <u>20</u> | 9-2 | <u>20</u> | 9-2 | <u>20</u> |
| | Total: | 470 | Total: | 765 | Total: | 970 |

Typical patterns for detective work:

| Factors | GS-6 | | GS-7 | | GS-8 | |
|----------------------|--------|-----------|--------|-----------|--------|-----------|
| | Level | Points | Level | Points | Level | Points |
| Knowledge and Skill | 1-4 | 550 | 1-4 | 550 | 1-4 | 550 |
| Supervisory Controls | 2-2 | 125 | 2-3 | 275 | 2-3 | 275 |
| Guidelines | 3-2 | 125 | 3-2 | 125 | 3-3 | 275 |
| Complexity | 4-3 | 150 | 4-3 | 150 | 4-3 | 150 |
| Scope and Effect | 5-3 | 150 | 5-3 | 150 | 5-3 | 150 |
| Personal Contacts | 6-3 | 60 | 6-3 | 60 | 6-3 | 60 |
| Purpose of Contacts | 7-3 | 120 | 7-3 | 120 | 7-3 | 120 |
| Physical Demands | 8-2 | 20 | 8-2 | 20 | 8-2 | 20 |
| Work Environment | 9-2 | <u>20</u> | 9-2 | <u>20</u> | 9-1 | <u>20</u> |
| | Total: | 1320 | Total: | 1470 | Total: | 1620 |

GS-0085

Security Guard - Page 1

Work Covered: This series covers positions where the primary purpose is protective services work in guarding Federally owned or leased buildings and property, protecting Government equipment and material and controlling access to Federal installations.

Work Not Covered: Positions where the primary work involves the performance of law enforcement work in the preservation of the peace, the prevention, detection, and investigation of crimes, the arrest or apprehension of violators, and assistance to citizens in emergency situations, is covered by the Police Officer menu, number **085**.

Duty Options:

- A. Patrols - outdoors
- B. Patrols - buildings
- C. Controls - access
- D. Controls - desk
- E. Controls - alarm
- F. Incidents
- G. Detention - offenders
- H. Detention - centers

Evaluation Data: The authorized title for positions in this series is Security Guard. Positions at grades GS-3 through GS-5 are covered by the duties statements. This series is covered by a Factor Evaluation System classification standard, and other work which is also covered by the Factor Evaluation System is included in the evaluation.

[Continued on next page]

GS-0085

Security Guard - Page 2

Typical patterns for guard work:

| Factors | GS-3 | | GS-4 | | GS-5 | |
|----------------------|--------|-----------|--------|-----------|--------|-----------|
| | Level | Points | Level | Points | Level | Points |
| Knowledge and Skill | 1-2 | 200 | 1-3 | 350 | 1-3 | 350 |
| Supervisory Controls | 2-2 | 125 | 2-2 | 125 | 2-3 | 275 |
| Guidelines | 3-2 | 125 | 3-2 | 125 | 3-2 | 125 |
| Complexity | 4-1 | 25 | 4-2 | 75 | 4-2 | 75 |
| Scope and Effect | 5-1 | 25 | 5-2 | 75 | 5-2 | 75 |
| Personal Contacts | 6-1 | 10 | 6-2 | 25 | 6-2 | 25 |
| Purpose of Contacts | 7-1 | 20 | 7-2 | 50 | 7-2 | 50 |
| Physical Demands | 8-2 | 20 | 8-2 | 20 | 8-2 | 20 |
| Work Environment | 9-1 | <u>10</u> | 9-1 | <u>10</u> | 9-1 | <u>10</u> |
| | Total: | 555 | Total: | 850 | Total: | 1000 |

GS-0201

Personnel Management Specialist - Page 1

Work Covered:

The GS-201 series covers work which involves the combination of several personnel specialties, with none paramount. If your work involves two specialties, such as staffing and classification, you should use the menus for those series to write the description. You can select from up to three different specialties.

Work Not Covered:

Combinations of work typical of the Position Classification Series, GS-221, and the Salary and Wage Administration Series, GS-233, are classified to whichever series represents the highest grade level work. If neither is paramount, use the GS-221 series.

Duty Options:

Combinations of work typical of the Employee Relations Series, GS-230, and the Labor Relations Series, GS-233, are classified to whichever series represents the highest grade level work. If neither is paramount, use the GS-233 series.

| Occupation | menu number |
|--|-------------|
| Personnel Staffing Specialist, GS-212 | 212 |
| Position Classification Specialist, GS-221 | 221 |
| Employee Relations Specialist, GS-230 | 230 |
| Labor Relations Specialist, GS-233 | 233 |
| Employee Development Specialist, GS-235 | 235 |
| Equal Employment Specialist, GS-260 | 260S |
| Equal Employment Manager, GS-260 | 260M |

[Continued on next page]

GS-0201

Personnel Management Specialist - Page 2

Evaluation Data:

Specialized classification standards exist for the GS-230, GS-233, and GS-235 series. Part II of the GS-201 Personnel Management Standard applies to other personnel work. When positions involve three or more specialties and belong in the GS-201 series they are titled Personnel Management Specialist. Other possible titles include:

Personnel Staffing and Classification Specialist
Personnel Staffing and Wage Specialist
Personnel Staffing and Employee Relations Specialist
Personnel Staffing and Labor Relations Specialist
Personnel Staffing and Employee Development Specialist
Classification and Employee Relations Specialist
Classification and Labor Relations Specialist
Classification and Employee Development Specialist
Employee Relations and Development Specialist
Labor Relations and Employee Development Specialist

GS-0203

Personnel Clerk/Technician - Page 1

Work Covered:

This series covers a variety of positions which perform clerical work which requires substantial knowledge of civilian personnel terminology, requirements, procedures, and functions to process documents, prepare reports, explain personnel procedures, and maintain records. Also included are positions which perform limited technical work which requires substantial practical knowledge of one or more civilian personnel management specialties.

Work Not Covered:

Positions which require a broad knowledge of Federal personnel systems and/or an indepth knowledge of the underlying concepts, principles, and techniques characteristic of a personnel management specialty are covered by the menu for that specialty. Included are menus for Personnel Staffing Specialist, number **212**, Position Classification Specialist, number **221**, Employee Relations Specialist, number **230**, Labor Relations Specialist, number **233**, and Employee Development Specialist, number **235**.

Office automation work, which includes word processing, either solely or in combination with clerical work that provide general office clerical support and require knowledge of general office automation software, practices, and procedures is covered by the Office Automation Clerical and Assistance Series, menu number **326**.

[Continued on next page]

GS-0203

Personnel Clerk/Technician - Page 2

Menus:

This series is divided into twelve separate menus:

203PA Personnel Actions Clerk
203BC Employee Benefits Clerk

203SC Staffing Clerk
203SA Staffing Assistant

203CC Classification Clerk
203CA Classification Assistant

203EC Employee Relations Clerk
203EA Employee Relations Assistant

203LC Labor Relations Clerk
203LA Labor Relations Assistant

203DC Employee Development Clerk
203DA Employee Development Assistant

[Continued on next page]

GS-0203

Personnel Clerk/Technician - Page 3

Evaluation Data:

Duty statements for these specialties are described on the following pages. This series is covered by the Factor Evaluation System. Typical grades range from GS-3 through GS-5 for clerical positions, and from GS-5 through GS-7 for assistant positions. Typical factor combinations are shown on the last page of the pages covering this series.

Nonsupervisory clerical position titles include:

Personnel Actions Clerk

Staffing Clerk

Specialized Assistant titles include:

Staffing Assistant

Classification Assistant

Employee Relations Assistant

Labor Relations Assistant

Employee Development Assistant

Add (Typing), (Stenography), (Data Transcribing), or (Office Automation(OA)) when appropriate.

Duty Options:

Personnel Actions Clerk

- A. SF-50's
- B. Personnel Action Review
- C. Automated Data Processing
- D. Appointment Processing
- E. OPF
- F. Application Review/Acceptance
- G. Typing

[Continued on next page]

GS-0203

Personnel Clerk/Technician - Page 4

Employee Benefits Clerk

- A. Federal Employee Health Benefits (FEHB) Program
- B. Federal Employee Compensation Act (FECA) Program
- C. Incentive Awards
- D. Performance Management
- E. Special Studies
- F. Records/Files
- G. Appointment Processing Support
- H. Retirement
- J. Reports
- K. Automated Data Processing
- L. Typing

Staffing Clerk

- A. SF-50's
- B. Personnel Action Review
- C. Automated Data Processing
- D. Appointment Processing
- E. Information Services
- F. Records/Files
- G. Rating Qualifications
- H. Recruitment Support
- I. Retirement
- J. Applicant Supply Files
- K. Merit Promotion Registers
- L. Vacancy Announcements
- M. OPFs

[Continued on next page]

- N. Application Review/Acceptance
- O. Employment Histories
- P. Receptionist
- Q. Testing
- R. Typing

Staffing Assistant

- A. Qualification Determinations
- B. Special Emphasis/Placement Programs
- C. Merit Promotion Services

Classification Clerk

- A. Information Services and Program Support
- B. Processing Actions
- C. Records/Files Maintenance
- D. Reports and Studies
- E. Automated Data Processing
- F. Typing

Classification Assistant

- A. Classification Services
- B. Technical Support
- C. Organizational Reviews

Employee Relations Clerk

- A. Information Services and Program Support
- B. Processing Actions
- C. Records/Files Maintenance
- D. Reports
- E. Case Support
- F. Facilities
- G. Typing
- H. Automated Data Processing

[Continued on next page]

Employee Relations Assistant

- A. Incentive Awards
- B. Performance Management
- C. Federal Employee Compensation Act (FECA) Program
- D. Grievances/Appeals/Complaints
- E. Information Development and Advice
- F. Program Assistance

Labor Relations Clerk

- A. Information Services and Program Support
- B. Processing Actions
- C. Records/Files Maintenance
- D. Reports
- E. Case/Contract Support
- F. Facilities
- G. Typing
- H. Automated Data Processing

Labor Relations Assistant

- A. Program Support/Research
- B. Case/Issue Support

[Continued on next page]

GS-0203

Personnel Clerk/Technician - Page 7

Employee Development Clerk

- A. Information Services and Program Support
- B. Processing Actions
- C. Records/Files Maintenance
- D. Reports
- E. Veteran Assistance
- F. Class Scheduling
- G. Automated Data Processing
- H. Equipment
- I. Typing

Employee Development Assistant

- A. Employee Development Program Assistance
- B. Lesson Plan Development
- C. Classroom Instruction
- D. Course Evaluation
- E. Training Assessment

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GS-0204

Military Personnel Clerk - Page 1

Work Covered: This series covers positions where the primary purpose is the performance of clerical or technical work applicable to military personnel transactions and activities.

Work Not Covered: Clerical positions that do not require a thorough knowledge of the purposes, content and use of military personnel records and applicable rules, regulations and procedures are not covered by the GS-204 series. Positions which require typing as a primary skill are covered by the Clerk Typist menu, number 322. Positions requiring knowledge of military pay rules, regulations, procedures, and functions are classified to the Military Pay Series, GS-545.

Duty Options:

- A. Constructing initial service records
- B. Records review and maintenance (clerical)
- C. Records review and maintenance (technician)
- D. Entitlements, eligibilities and case analysis (clerical)
- E. Entitlements, eligibilities & case analysis (technician)
- F. Information services (clerical)
- G. Information services (technician)

Evaluation Data: The authorized title for positions in this series is **Military Personnel Clerk** at or below the GS-5 level. At or above the GS-7 level the title is **Military Personnel Technician**. For positions at the GS-6 level either title may be used, depending upon the primary basis for the grade level of the position. Positions that meet OPM's definition of supervisor are titled **Supervisory Military Personnel Clerk**, or **Supervisory Military Personnel Technician**. This series is covered by a narrative classification standard.

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GS-0212

Staffing Specialist - Page 1

Work Covered: This series covers positions where the primary purpose is the performance of technical work in recruitment, examination, selection, or placement and utilization of employees to staff government organizations.

Work Not Covered: If the position primarily involves work with a limited variety of techniques, standards or regulations, or problems are limited to recurring types for which precedents have been established, the work is probably covered by the personnel clerical or assistance menu, number 203.

Duty Options:

- A. Internal placement services
- B. Recruitment services
- C. Management advisory services
- D. Specialist or troubleshooter
- E. Staffing administrative services
- F. Program training
- G. Instructions
- H. Special emphasis/placement programs
- I. Special emphasis/placement program coordination/mgmt

Evaluation Data: The authorized title for positions in this series is **Personnel Staffing Specialist**. This series is covered by narrative classification standards, and any other work covered by narrative standards has been considered in the automated evaluation. Menu 212 contains work typically found at the GS-9, GS-11, and GS-12 levels. It is important to note that, in this series, the supervisory

[Continued on next page]

controls, guidelines, complexity of the work environment, and other factors have a strong bearing on the grade level. Positions with duties which are not supported by factor statements typical of the same grade level should be carefully reviewed prior to classification. Staffing administrative services, program training, and writing instructions are not grade controlling. Some of the work typical of the GS-12 level in this occupation is only typical of that level in combination with other GS-12 level work. The only "stand alone" GS-12 level function is the specialist or troubleshooter function. All other GS-12 level work which is not coupled with either GS-12 level management advisory services or GS-12 level specialist or troubleshooter work is probably not worth the GS-12 grade, even if the automated evaluation shows it to be GS-12 level work.

GS-0221

Position Classification Specialist - Page 1

Work Covered: This series covers positions where the primary purpose is the performance of technical work in classifying positions and/or establishing and maintaining position classification plans.

Work Not Covered: If the position primarily involves work with a limited variety of techniques, standards or regulations, or problems are limited to recurring types for which precedents have been established, the work is probably covered by the personnel clerical or assistance menu, number **203**.

Duty Options:

- A. Classification services
- B. Position management surveys/studies
- C. Management advisory services
- D. Specialist or troubleshooter
- E. Wage surveys
- F. Program training
- G. Instructions
- H. Classification technical services

[Continued on next page]

GS-0221

Position Classification Specialist - Page 2

Evaluation Data:

The authorized title for positions in this series is **Position Classification Specialist**. This series is covered by narrative classification standards, and any other work covered by narrative standards has been considered in the automated evaluation. Menu 221 contains work typically found at the GS-9, GS-11, and GS-12 levels. It is important to note that, in this series, the supervisory controls, guidelines, complexity of the work environment, and other factors have a strong bearing on the grade level. Positions with duties which are not supported by factor statements typical of the same grade level should be carefully reviewed prior to classification. Wage survey work, program training, writing instructions, and classification technical services are not grade controlling. Some of the work typical of the GS-12 level in this occupation is only typical of that level in combination with other GS-12 level work. GS-12 level classification services work alone is probably not worth the GS-12 grade, even if the automated evaluation shows it to be GS-12 level work. The same thing is true of GS-12 level management advisory work. You will have to apply judgment should these cases occur.

GS-0230

Employee Relations Specialist - Page 1

Work Covered:

This series covers positions where the primary purpose is the performance of Employee Relations work. This includes administrative, evaluative or technical work concerned with establishing and maintaining employer-employee relationships that contribute to satisfactory productivity, motivation, morale and discipline.

Work Not Covered:

If the position primarily involves technical work concerned directly with bilateral union-management relations, e.g., negotiating union contracts, it is covered by the Labor Relations menu, number **233**. Positions which perform both Labor Relations work and Employee Relations work for equal amounts of time, at the same grade level, are placed in the GS-233 Labor Relations Series.

To describe these positions select menu **233** first, and then select menu **230** to describe the Employee Relations duties.

Duty Options:

- A. Employee services and benefits.
- B. Performance Management.
- C. Case work - discipline and adverse action cases.
- D. Situation analysis and advisory services.
- E. Program training.
- F. Instructions/publicity.

[Continued on next page]

GS-0230

Employee Relations Specialist - Page 2

Evaluation Data:

The authorized title for positions in this series is **Employee Relations Specialist**. Positions that meet OPM's definition of supervisor are titled Supervisory Employee Relations Specialist. This series is covered by narrative classification standards, and any other work covered by narrative standards has been considered in the automated evaluation. Menu 230 contains work typically found at the GS-9, GS-11, and GS-12 levels. Most positions limited to performing employee benefits and services, and/or performance management duties, are properly classified in the Personnel Clerk and Technician series, GS-203. See the Pdwriter user manual for the menus that cover this series. Case work (discipline and adverse action) and/or situation analysis are almost always a part of work in this series in a personnel office. It is important to note that, in this series, the supervisory controls, guidelines, complexity of the work environment, and personal contacts have a strong bearing on the grade level. Positions with duties which are not supported by factor statements typical of the same grade level should be carefully reviewed prior to classification. Positions where case work and situation analysis are at different levels should also be reviewed carefully. Duties involving Program Training and Instructions/Publicity are not considered in evaluation of positions above the GS-9 level.

GS-0233**Labor Relations Specialist - Page 1**

Work Covered: This series covers positions where the primary purpose is the performance of Labor Relations work. This includes administrative, evaluative or technical work concerned with establishing and maintaining effective relationships with labor organizations representing Federal employees, negotiating and administering labor agreements, and otherwise conferring with labor organizations on behalf of management, and providing guidance, consultation and staff assistance to management on labor relations matters.

Work Not Covered: If the position primarily involves technical work concerned with management-employee relations and services not directly concerned with bilateral union-management relations, e.g., the processing of grievances through a negotiated grievance procedure, it is covered by the Employee Relations menu, number **230**. Positions which perform both Labor Relations work and Employee Relations work for equal amounts of time, at the same grade level, are placed in the GS-233 Labor Relations Series. To describe these positions select menu **233** first, and then select menu **230** to describe the Employee Relations duties.

Duty Options:

- A. Organizing and recognition issues.
- B. Chief negotiator in negotiations.
- C. Management advisor or team member in negotiations.
- D. Third party representation.
- E. Advisory services and contract administration.
- F. Program and contract training.
- G. Preparing instructions and publicity.

[Continued on next page]

GS-0233

Labor Relations Specialist - Page 2

Evaluation Data:

The authorized title for positions in this series is **Labor Relations Specialist**. Positions that meet OPM's definition of supervisor are titled **Supervisory Labor Relations Specialist**. This series is covered by narrative classification standards, and any other work covered by narrative standards has been considered in the automated evaluation. Menu **233** contains work typically found at the GS-9, GS-11, and GS-12 levels. It is important to note that, in this series, the supervisory controls, guidelines, complexity of the work environment, and personal contacts have a strong bearing on the grade level. Positions with duties which are not supported by factor statements typical of the same grade level should be carefully reviewed prior to classification. Duties involving Program/Contract Training, and Preparing Instructions and Publicity, are not considered in the evaluation process above the GS-9 level.

GS-0235

Employee Development Specialist - Page 1

Work Covered: The series covers positions where the primary purpose is to perform administrative, evaluative, or technical work concerning employee development and training of government employees.

Work Not Covered: Positions that are clerical in nature or involve providing technical support to employee development specialists by performing limited aspects of employee development work are covered by the Personnel Clerical and Assistance menu, number **203**.

Duty Options:

- A. Conducts training needs assessment.
- B. Training planning and evaluation.
- C. Special training programs.
- D. Advisory services.
- E. Program administration.
- F. Course development/delivery.
- G. Program training.
- H. Instructions/publicity.

[Continued on next page]

GS-0235

Employee Development Specialist - Page 2

Evaluation Data:

The authorized title for positions in this series is **Employee Development Specialist**. Positions that meet OPM's definition of supervisor are titled Supervisory Employee Development Specialist. This series is covered by a narrative classification standard, and other work which is also covered by narrative standards is included in the evaluation. Duties involving program training and preparation of instructions and publicity are not normally grade controlling in field activities. Positions where these duties form the preponderance of the work should be carefully reviewed for series and grade level. Positions where "course development and delivery" is the sole or preponderant duty should also be carefully reviewed. This work, if it is the primary purpose of the position, is normally covered by one of the series in the GS-1700 Education Group. In general, the GS-235 series is concerned with the development of the employee; the GS-1700 group covers development of courses. These areas often overlap each other, so you will need to use judgment to determine which area has primary emphasis. If factor statements, such as supervisory controls, are "weaker" than the duty selections, the grade level in the evaluation may not be supportable. You should critically review any position where the factors are inconsistent with the grade level of the duty statements.

GS-0260

Equal Employment Specialist - Page 1

Work Covered: This series covers positions where the primary purpose is the management of an EEO program, or the performance of work in EEO program development, administration, evaluation, and/or advisory functions. This work requires a broad knowledge of Federal EEO regulations and principles, compliance and enforcement skills, and knowledge of Federal personnel administration. Menu **260M** describes duties typical of program management positions. Menu **260S** describes duties typical of Equal Employment Specialist work.

Work Not Covered: If the position primarily involves work which does not require the broad knowledges and analytical skills required in this series it may be covered by the Equal Opportunity Assistance Series.

Duty Options:

Menu **260S** includes the following duties

- A. Program Administration
- B. Complaints Program
- C. Advisory Services
- D. Instructions/Publicity
- E. Program Training

Menu **260M** includes the following duties

- A. Program Administration
- B. Complaints Program
- C. Advisory Services
- D. Program Policies, Directives and Publicity
- E. Program Training

[Continued on next page]

GS-0260

Equal Employment Specialist - Page 2

Evaluation Data:

The authorized title for positions performing specialist work in this series is **Equal Employment Specialist**. Program managers are titled **Equal Employment Manager**. This series is covered by the Factor Evaluation System.

GS-0305

Mail and File Clerk - Page 1

Work Covered: This series covers positions where the primary purpose is the performance of mail work, such as processing incoming or outgoing mail, file work, such as storage and retrieval of records, and combinations of this work. For work which involves both mail and file duties, select the menu which covers most of the work of the position, and afterwards select the other menu.

Duty Options: Menu **305M** contains the following duties:

- A. Processing incoming mail - receiving and sorting.
- B. Processing incoming mail - sorting and routing.
- C. Processing incoming mail - support systems, logs and lists.
- D. Processing incoming mail - control of special mail.
- E. Processing incoming mail - control of action correspondence.
- F. Processing outgoing mail - separation and sorting.
- G. Processing outgoing mail - preparation.
- H. Delivery.

Menu **305F** contains the following duties:

- A. Receiving, sorting and filing.
- B. File search and retrieval.
- C. Filing system maintenance.

Evaluation Data: The authorized titles for positions in this series are **Mail Clerk**, **File Clerk**, and **Mail and File Clerk**. This series is covered by the Factor Evaluation System, and any other work covered by FES standards has been considered in the automated evaluation. Some typical factor patterns for positions in this series are shown on the next page.

[Continued on next page]

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Appendix A

GS-0305

Mail and File Clerk - Page 2

Typical patterns for work in the Mail and File series:

| Factors | | GS-2 | | GS-3 | | GS-4 | |
|----------------------|--|--------|--------|--------|--------|--------|--------|
| | | Level | Points | Level | Points | Level | Points |
| Knowledge and Skill | | 1-1 | 50 | 1-2 | 200 | 1-3 | 350 |
| Supervisory Controls | | 2-2 | 125 | 2-2 | 125 | 2-2 | 125 |
| Guidelines | | 3-1 | 25 | 3-2 | 125 | 3-2 | 125 |
| Complexity | | 4-1 | 25 | 4-2 | 75 | 4-2 | 75 |
| Scope and Effect | | 5-1 | 25 | 5-1 | 25 | 5-1 | 25 |
| Personal Contacts | | 6-1 | 10 | 6-2 | 25 | 6-2 | 25 |
| Purpose of Contacts | | 7-1 | 20 | 7-1 | 20 | 7-1 | 20 |
| Physical Demands | | 8-2 | 20 | 8-2 | 20 | 8-1 | 5 |
| Work Environment | | 9-1 | 5 | 9-1 | 5 | 9-1 | 5 |
| | | Total: | 305 | Total: | 620 | Total: | 755 |

GS-0318

Secretary - Page 1

Work Covered:

This series covers positions that provide a wide range of clerical and administrative support functions as the principal clerk of an office. Menu 318A covers secretaries in small to medium sized offices where the internal procedural and administrative controls are simple and informal, and the supervisor directs the staff primarily through face to face meetings. Menu 318B covers two other situations:

1. Secretaries in organizations where the staff is divided into subordinate segments which may be further subdivided. There is a system of formal internal procedures and administrative controls and a formal production or progress reporting system. Supervision is exercised through subordinate supervisors and coordination among subordinate units is sufficiently complex to require continuous attention.
2. Secretaries in small to medium sized organizations when there is extensive responsibility for coordinating work outside the organization. The responsibility for coordination of work outside the organization requires procedures and administrative controls equivalent to those in the more complex organization described above.

Work Not Covered:

General clerical work, where the employee is not the principal clerk of the office, is covered by other menus. Some of these are Clerk Typist, number **322**; Mail Clerk, number **305M**; and File Clerk, number **305F**. Secretarial work for very large organizations, which compare with Work Situation C in the GS-318 position classification standard, are not yet covered by an automated menu.

[Continued on next page]

GS-0318

Secretary - Page 2

Office automation work, which includes word processing, either solely or in combination with clerical work that provide general office clerical support and require knowledge of general office automation software, practices, and procedures, is covered by the Office Automation Clerical and Assistance series, menu number 326.

Duty Options:

- A. Procedural functions.
- B. Administrative functions.
- C. Typing.
- D. Stenography.
- E. Supervision of 1 or 2 other employees.

Evaluation Data:

The automated evaluation for this series is only applicable to positions which are the principal office clerical or administrative support position. The authorized title for positions in this series is **Secretary**. Positions which require a qualified typist are titled **Secretary (Typing)**. Positions which require a qualified stenographer (typing is assumed in this case) are titled **Secretary (Steno)**. The title Administrative Assistant is not authorized, even though secretaries provide administrative assistance. This series is covered by the Factor Evaluation System, and any other work covered by FES standards has been considered in the automated evaluation. Some typical factor patterns for positions in this series are shown on the next page.

[Continued on next page]

GS-0318

Secretary - Page 3

The following factor patterns are typical of secretarial work at a variety of grade levels. They are not mandatory; each position should be accurately described according to its own individual circumstances.

Factor patterns typical of Work Situation A (menu 318A):

| Factors | GS-3 | | GS-4 | | GS-5 | |
|----------------------|--------|--------|--------|--------|--------|--------|
| | Level | Points | Level | Points | Level | Points |
| Knowledge and Skill | 1-2 | 200 | 1-3 | 350 | 1-3 | 350 |
| Supervisory Controls | 2-2 | 125 | 2-2 | 125 | 2-3 | 275 |
| Guidelines | 3-2 | 125 | 3-2 | 125 | 3-2 | 125 |
| Complexity | 4-1 | 25 | 4-2 | 75 | 4-2 | 75 |
| Scope and Effect | 5-1 | 25 | 5-2 | 75 | 5-2 | 75 |
| Personal Contacts | 6-1 | 10 | 6-2 | 25 | 6-2 | 25 |
| Purpose of Contacts | 7-1 | 20 | 7-2 | 50 | 7-2 | 50 |
| Physical Demands | 8-2 | 5 | 8-2 | 5 | 8-2 | 5 |
| Work Environment | 9-1 | 5 | 9-1 | 5 | 9-1 | 5 |
| | Total: | 540 | Total: | 835 | Total: | 985 |

Factor patterns typical of Work Situation B (menu 318B):

| Factors | GS-6 | | GS-7 | | GS-8 | |
|----------------------|--------|--------|--------|--------|--------|--------|
| | Level | Points | Level | Points | Level | Points |
| Knowledge and Skill | 1-4 | 550 | 1-4 | 550 | 1-4 | 550 |
| Supervisory Controls | 2-3 | 275 | 2-3 | 275 | 2-4 | 450 |
| Guidelines | 3-2 | 125 | 3-3 | 275 | 3-3 | 275 |
| Complexity | 4-2 | 75 | 4-3 | 150 | 4-3 | 150 |
| Scope and Effect | 5-2 | 75 | 5-2 | 75 | 5-2 | 75 |
| Personal Contacts | 6-2 | 25 | 6-2 | 25 | 6-3 | 60 |
| Purpose of Contacts | 7-2 | 50 | 7-2 | 50 | 7-2 | 50 |
| Physical Demands | 8-1 | 5 | 8-1 | 5 | 8-1 | 5 |
| Work Environment | 9-1 | 5 | 9-1 | 5 | 9-1 | 5 |
| | Total: | 1185 | Total: | 1410 | Total: | 1620 |

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Work Covered: This series covers positions where the primary purpose is the performance of typing work, either solely or in combination with clerical work which does not constitute the paramount qualification requirement of the position. If the employee performs other specialized work which is supported by the typing, and the other work constitutes at least twenty five percent of the work of the position, you should use the menu for that series first. Then, if typing has not already been covered, select this menu to supplement your other choices.

Work Not Covered: Office automation work, which includes word processing, either solely or in combination with clerical work that provide general office clerical support and require knowledge of general office automation software, practices, and procedures is covered by the Office Automation Clerical and Assistance Series, menu number **326**.

Duty Options:

- A. Typing with a conventional typewriter (manual or electric).
- B. Typing with an automated typewriter or word processor.
- C. Typing medical or other specialized information.
- D. Typing for subsequent publication.
- E. Senior operator positions.
- F. Routine office filing.
- G. Routine receptionist and mail distribution.

Evaluation Data: Title for positions in this series is **Clerk Typist**. Positions in other series which require a qualified typist have the word Typing, in parentheses, after the series title, e.g., **Supply Clerk (Typing)**. Typing work is evaluated using the Typing and Stenography Grade

[Continued on next page]

Evaluation Guide, which is usually filed near the front of a set of classification standards, not with the GS-322 standard. This series is covered by the Factor Evaluation System, and any other work covered by FES standards has been considered in the automated evaluation. Some typical factor patterns for positions in this series are:

Typical patterns for work in this series:

| Factors | GS-2 | | GS-3 | | GS-4 | |
|----------------------|--------|--------|--------|--------|--------|--------|
| | Level | Points | Level | Points | Level | Points |
| Knowledge and Skill | 1-2 | 200 | 1-2 | 200 | 1-3 | 350 |
| Supervisory Controls | 2-1 | 25 | 2-2 | 125 | 2-2 | 125 |
| Guidelines | 3-1 | 25 | 3-2 | 125 | 3-2 | 125 |
| Complexity | 4-1 | 25 | 4-2 | 75 | 4-2 | 75 |
| Scope and Effect | 5-1 | 25 | 5-1 | 25 | 5-1 | 25 |
| Personal Contacts | 6-1 | 10 | 6-1 | 10 | 6-2 | 25 |
| Purpose of Contacts | 7-1 | 20 | 7-1 | 20 | 7-1 | 20 |
| Physical Demands | 8-1 | 5 | 8-1 | 5 | 8-1 | 5 |
| Work Environment | 9-1 | 5 | 9-1 | 5 | 9-1 | 5 |
| | Total: | 340 | Total: | 590 | Total: | 755 |

GS-0326

Office Automation Clerk/Assistant - Page 1

Work Covered: This series covers positions which perform non-supervisory office automation work. Duties involve word processing, and may also include other software, such as spreadsheets, databases, desktop publishing, and similar packages. The work requires a knowledge of general office automation software and equipment and is typically performed on a microcomputer or mainframe network. A FULLY QUALIFIED TYPIST IS REQUIRED.

Work Not Covered: Work that involves operating or supervising the operation of the controls of a digital computer, including operation of peripheral equipment are covered by Computer Operator menu, number 332; technical support to users of computer systems is covered by computer Clerk/Assistant menu, number 335; a position that is the principal office clerical or administrative support in an office and operates independently is covered by Secretary menus, numbers 318A or 318B; and data transcription and verification are covered by Data Transcriber menu, number 356.

Duty Options: Menu 326 contains the following duty options:

- A. Basic Word Processing
- B. Advanced Word Processing
- C. Desktop Publishing
- D. E-Mail/Communications
- E. Spreadsheets
- F. Databases
- G. Clerical Support

[Continued on next page]

GS-0326

Office Automation Clerk/Assistant - Page 2

Evaluation Data:

The authorized title for all nonsupervisory positions in this series is **Office Automation Clerk** for grade levels GS-2 through GS-4, and **Office Automation Assistant** for grade levels GS-5 through GS-7. Positions which meet the Work Leader Grade Evaluation Guide should be titled **Lead Office Automation Clerk** and **Lead Office Automation Assistant**. The title **Office Automation** or **OA** can be used in parentheses with other positions excluded from this series when such positions require a significant knowledge of office automation and a fully qualified typist to perform word processing tasks, e.g., Secretary (Stenography/OA) or Budget Assistant (OA).

This menu covers typical nonsupervisory office automation functions from GS-2 through GS-7. This series is covered by the Factor Evaluation System classification standard. The clerical support work has been evaluated against the Grade Level Guide for Clerical and Assistance Work and is included in the evaluation.

[Continued on next page]

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Appendix A

GS-0326

Office Automation Clerk/Assistant - Page 3

Typical patterns for work in this series: ¹

| Factors | |
|----------------------|--|
| Knowledge and Skill | |
| Supervisory Controls | |
| Guidelines | |
| Complexity | |
| Scope and Effect | |
| Personal Contacts | |
| Purpose of Contacts | |
| Physical Demands | |
| Work Environment | |

| GS-2 | |
|--------|--------|
| Level | Points |
| 1-2 | 200 |
| 2-1 | 25 |
| 3-1 | 25 |
| 4-1 | 25 |
| 5-1 | 25 |
| 1 | |
| A | 30 |
| 8-1 | 5 |
| 9-1 | 5 |
| Total: | 340 |

| GS-3 | |
|--------|--------|
| Level | Points |
| 1-2 | 200 |
| 2-2 | 125 |
| 3-2 | 125 |
| 4-2 | 75 |
| 5-1 | 25 |
| 1 | |
| A | 30 |
| 8-1 | 5 |
| 9-1 | 5 |
| Total: | 590 |

| GS-4 | |
|--------|--------|
| Level | Points |
| 1-3 | 350 |
| 2-2 | 125 |
| 3-2 | 125 |
| 4-2 | 75 |
| 5-1 | 25 |
| 1 | |
| A | 30 |
| 8-1 | 5 |
| 9-1 | 5 |
| Total: | 740 |

| Factors | |
|----------------------|--|
| Knowledge and Skill | |
| Supervisory Controls | |
| Guidelines | |
| Complexity | |
| Scope and Effect | |
| Personal Contacts | |
| Purpose of Contacts | |
| Physical Demands | |
| Work Environment | |

| GS-5 | |
|--------|--------|
| Level | Points |
| 1-3 | 350 |
| 2-3 | 275 |
| 3-2 | 125 |
| 4-3 | 150 |
| 5-1 | 25 |
| 2 | |
| A | 45 |
| 8-1 | 5 |
| 9-1 | 5 |
| Total: | 980 |

| GS-6 | |
|--------|--------|
| Level | Points |
| 1-4 | 550 |
| 2-3 | 275 |
| 3-2 | 125 |
| 4-2 | 75 |
| 5-2 | 75 |
| 2 | |
| A | 45 |
| 8-1 | 5 |
| 9-1 | 5 |
| Total: | 1130 |

| GS-7 | |
|--------|--------|
| Level | Points |
| 1-3 | 550 |
| 2-2 | 275 |
| 3-2 | 275 |
| 4-2 | 150 |
| 5-2 | 75 |
| 6-3 | |
| 7-3 | 75 |
| 8-1 | 5 |
| 9-1 | 5 |
| Total: | 1410 |

¹ The factor levels for Personal contacts and Purpose of Contacts reflect the different format used for these factors in the GS-326 classification standard.

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GS-0332

Computer Operator - Page 1

Work Covered: This series covers positions where the employee performs work involving the operation of the controls of digital computer systems. Work may also involve the operation of peripheral equipment when such equipment is used in direct support of computer operations and directly related to acquiring the knowledge and skills needed in operating the control console of a computer system.

Duty Options:

- A. Main console operations.
- B. System power-up/down
- C. Peripheral equipment operation.
- D. Problem determination.
- E. Hardware maintenance/environmental control.
- F. Administrative functions.

Evaluation Data: The authorized title for all non-supervisory positions in this series is **Computer Operator**. Positions which meet the criteria for the Work Leader Grade Evaluation Guide should be titled **Lead Computer Operator**. Positions that meet OPM's definition for supervisor are titled **Supervisory Computer Operator**. This menu group covers typical computer operation functions from GS-5 through GS-9. This series is covered by a Factor Evaluation System classification standard and other work which is also covered by the Factor Evaluation System standard is included in the evaluation.

[Continued on next page]

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Appendix A

GS-0332

Computer Operator - Page 2

Typical patterns for work in this series:

| Factors | GS-5 | | GS-6 | | GS-7 | |
|----------------------|--------|--------|--------|--------|--------|--------|
| | Level | Points | Level | Points | Level | Points |
| Knowledge and Skill | 1-4 | 550 | 1-4 | 550 | 1-4 | 550 |
| Supervisory Controls | 2-2 | 125 | 2-3 | 275 | 2-3 | 275 |
| Guidelines | 3-2 | 125 | 3-3 | 275 | 3-3 | 275 |
| Complexity | 4-2 | 75 | 4-2 | 75 | 4-3 | 150 |
| Scope and Effect | 5-2 | 75 | 5-2 | 75 | 5-2 | 75 |
| Personal Contacts | 6-2 | 25 | 6-2 | 25 | 6-2 | 25 |
| Purpose of Contacts | 7-1 | 20 | 7-1 | 20 | 7-2 | 50 |
| Physical Demands | 8-2 | 20 | 8-2 | 20 | 8-2 | 20 |
| Work Environment | 9-1 | 5 | 9-1 | 5 | 9-1 | 5 |
| | Total: | 1020 | Total: | 1320 | Total: | 1425 |

| Factors | GS-8 | | GS-9 | |
|----------------------|--------|--------|--------|--------|
| | Level | Points | Level | Points |
| Knowledge and Skill | 1-5 | 750 | 1-6 | 950 |
| Supervisory Controls | 2-3 | 275 | 2-3 | 275 |
| Guidelines | 3-3 | 275 | 3-3 | 275 |
| Complexity | 4-3 | 150 | 4-4 | 225 |
| Scope and Effect | 5-3 | 150 | 5-3 | 150 |
| Personal Contacts | 6-2 | 25 | 6-2 | 25 |
| Purpose of Contacts | 7-2 | 50 | 7-2 | 50 |
| Physical Demands | 8-2 | 20 | 8-2 | 20 |
| Work Environment | 9-1 | 5 | 9-1 | 5 |
| | Total: | 1700 | Total: | 1975 |

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Appendix A

GS-0334

Computer Specialist - Page 1

- Update Notice:** The recently released OPM classification standard for this series was not included in this issuance of Pdwriter. Pdwriter can still be used to create a position description, but the classification of the position should be verified against the latest OPM classification standard.
- Work Covered:** This series covers designing, implementing, maintaining, and modifying computer systems. The primary knowledge required is a knowledge of computer requirements and techniques. Five different menus are available and are described in the Duties Options section in this information sheet.
- Work Not Covered:** Positions involving computer work where knowledge of a specific subject-matter field is the paramount recruitment consideration are classified in the series which covers the subject matter requirement. If a knowledge of management analysis processes, theories and techniques is paramount the work is covered by the Management Analysis menu, number **343**. Positions involving operation of computer consoles are covered by menu **332**. Work in a variety of computer support functions, which generally follows established procedures, is covered by menu **335**.
- Duty Options:**
- 334EA Computer Equipment Analyst
 - 334PA Computer Programmer Analyst
 - 334CS Computer Specialist
 - 334SA Computer Systems Analyst
 - 334P Computer Programmer

[Continued on next page]

Menu 334EA - Computer Equipment Analyst:

- A. System Analysis and Development
- B. Performance Analysis
- C. Specification Development
- D. Equipment and Service Acquisition
- E. Customer Support
- F. Policy and Procedure Development

Menu 334PA - Computer Programmer Analyst:

- A. System Design Requirements
- B. Performance Evaluation of Application Program
- C. Preparation of Technical Documentation
- D. Consultant Service (User and In-house)
- E. Technical Instructions

Menu 334CS - Computer Specialist:

- A. Standards Management and Coordination
- B. Standards Evaluation
- C. ADP/Telecommunication Acquisition and Configuration Management
- D. ADPE/Telecommunication Analysis and Problem Resolution
- E. Application Program Analysis
- F. Training, Consultation and Advisory Services
- G. ADP Security
- H. Risk Management

[Continued on next page]

Menu 334SA - Computer Systems Analyst:

- A. Feasibility Studies
- B. Requirements Analysis
- C. Systems Analysis and Design
- D. System Specification Development
- E. System Performance Evaluation
- F. System Documentation
- G. Technical Instruction

Menu 334P - Computer Programmer

- A. Programming and Analysis
- B. Testing and Evaluation
- C. Documentation Development
- D. System Monitoring

Evaluation Data:

A variety of titles are authorized, including:

- **Computer Systems Analyst:** Primary concern is process analysis and systems design.
- **Computer Programmer:** Primary concern is translating system designs into computer logic and code.
- **Computer Programmer Analyst:** A combination of systems analysis and programming.
- **Computer Systems Programmer:** Primary concern is maintenance and modification of assemblers, compilers, debugging routines, and similar system software.
- **Computer Equipment Analyst:** Primary concern is selection and utilization of computer equipment.
- **Computer Specialist:** Work which is not better described by one of the previous titles.

This series is covered by the Factor Evaluation System. Grade levels covered by Pdwriter include GS-9, GS-11 and GS-12. Some typical factor patterns for positions in this series are shown on the next page.

[Continued on next page]

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Appendix A

GS-0334

Computer Specialist - Page 4

Typical patterns for work in this series:

| Factors |
|----------------------|
| Knowledge and Skill |
| Supervisory Controls |
| Guidelines |
| Complexity |
| Scope and Effect |
| Personal Contacts |
| Purpose of Contacts |
| Physical Demands |
| Work Environment |

| GS-9 | |
|--------|--------|
| Level | Points |
| 1-6 | 950 |
| 2-3 | 275 |
| 3-3 | 275 |
| 4-3 | 150 |
| 5-3 | 150 |
| 6-2 | 25 |
| 7-1 | 20 |
| 8-1 | 5 |
| 9-1 | 5 |
| Total: | 1855 |

| GS-11 | |
|--------|--------|
| Level | Points |
| 1-7 | 950 |
| 2-4 | 450 |
| 3-3 | 275 |
| 4-4 | 225 |
| 5-3 | 150 |
| 6-2 | 25 |
| 7-2 | 50 |
| 8-1 | 5 |
| 9-1 | 5 |
| Total: | 2435 |

| GS-11 | |
|--------|--------|
| Level | Points |
| 1-7 | 1250 |
| 2-4 | 450 |
| 3-3 | 275 |
| 4-4 | 225 |
| 5-4 | 225 |
| 6-2 | 25 |
| 7-2 | 50 |
| 8-1 | 5 |
| 9-1 | 5 |
| Total: | 2510 |

| Factors |
|----------------------|
| Knowledge and Skill |
| Supervisory Controls |
| Guidelines |
| Complexity |
| Scope and Effect |
| Personal Contacts |
| Purpose of Contacts |
| Physical Demands |
| Work Environment |

| GS-12 | |
|--------|--------|
| Level | Points |
| 1-7 | 1250 |
| 2-4 | 450 |
| 3-4 | 450 |
| 4-5 | 325 |
| 5-4 | 225 |
| 6-2 | 25 |
| 7-2 | 50 |
| 8-1 | 5 |
| 9-1 | 5 |
| Total: | 2785 |

| GS-12 | |
|--------|--------|
| Level | Points |
| 1-7 | 1250 |
| 2-4 | 450 |
| 3-4 | 450 |
| 4-4 | 225 |
| 5-4 | 225 |
| 6-3 | 60 |
| 7-3 | 120 |
| 8-1 | 5 |
| 9-1 | 5 |
| Total: | 2790 |

GS-0335

Computer Assistant - Page 1

Work Covered: This series covers support and service functions in data processing. Employees in this series assist others who design, operate, or use data processing systems. Most positions in this series involve tape library work, production control work, scheduling, or direct support to computer specialists and functional area personnel.

Work Not Covered: Positions which operate computer control consoles are covered by menu **332**. Operation of peripheral equipment is covered by menu **350**. Operation of keyboard controlled equipment to transcribe, verify or input data is covered by menu **356**. Positions which require a comprehensive knowledge of computer requirements and techniques to perform systems analysis, design or programming work are covered by the menus for the GS-334 series.

Duty Options:

- A. Scheduling
- B. Tape Library
- C. Production Control
- D. Support to Computer Specialists
- E. Support to Subject Matter Users
- F. Physical Inventory
- G. Maintaining Stock of Supplies
- H. Maintaining Computer System Manuals

Evaluation Data: This series is covered by the Factor Evaluation System. **Computer Clerk** is the appropriate title for positions at or below GS-4. Positions at GS-5 and above are titled **Computer Assistant**. Positions that meet OPM's definition of supervisor are titled **Supervisory Computer Clerk** or **Supervisory Computer Assistant**.

[Continued on next page]

Grade levels covered include GS-3 through GS-9. For any given factor more than one level may be appropriate for a particular grade level. In this series the grade levels typically result from factor combinations which include one or two factors at the higher level appropriate for the grade. For example, selecting the lowest factor levels appropriate for the GS-5 level, for all nine factors, will result in a grade below that level. Typical factor patterns are shown on the following page. Selection of GS-5 level work may result in knowledges at either the 350 point level or the 550 point level. If the other eight factors are too low in value, work that requires 350 point knowledges will be evaluated at a level below GS-5. Likewise, work requiring 550 point knowledges may be graded at the GS-6 level if the other factors are strong enough to support that level. In this series careful factor selection is particularly important.

Typical patterns for work in this series:

| Factors | GS-4 | | GS-5 | | GS-6 | |
|----------------------|--------|--------|--------|--------|--------|--------|
| | Level | Points | Level | Points | Level | Points |
| Knowledge and Skill | 1-3 | 350 | 1-4 | 550 | 1-4 | 550 |
| Supervisory Controls | 2-2 | 125 | 2-2 | 125 | 2-3 | 275 |
| Guidelines | 3-2 | 125 | 3-2 | 25 | 3-2 | 125 |
| Complexity | 4-2 | 75 | 4-2 | 75 | 4-2 | 75 |
| Scope and Effect | 5-2 | 75 | 5-2 | 75 | 5-2 | 75 |
| Personal Contacts | 6-1 | 10 | 6-2 | 25 | 6-2 | 25 |
| Purpose of Contacts | 7-1 | 20 | 7-2 | 50 | 7-2 | 50 |
| Physical Demands | 8-2 | 20 | 8-1 | 5 | 8-1 | 5 |
| Work Environment | 9-1 | 5 | 9-1 | 5 | 9-1 | 5 |
| | Total: | 805 | Total: | 1030 | Total: | 1185 |

[Continued on next page]

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Appendix A

GS-0335

Computer Assistant - Page 3

| Factors | GS-7 * | | GS-8 | | GS-9 | |
|----------------------|--------|--------|--------|--------|--------|--------|
| | Level | Points | Level | Points | Level | Points |
| Knowledge and Skill | 1-5 | 750 | 1-5 | 750 | 1-6 | 950 |
| Supervisory Controls | 2-2 | 125 | 2-3 | 275 | 2-3 | 275 |
| Guidelines | 3-2 | 125 | 3-3 | 275 | 3-3 | 275 |
| Complexity | 4-3 | 150 | 4-3 | 150 | 4-4 | 225 |
| Scope and Effect | 5-3 | 150 | 5-3 | 150 | 5-3 | 150 |
| Personal Contacts | 6-2 | 25 | 6-2 | 25 | 6-2 | 25 |
| Purpose of Contacts | 7-2 | 50 | 7-2 | 50 | 7-2 | 50 |
| Physical Demands | 8-1 | 5 | 8-1 | 5 | 8-1 | 5 |
| Work Environment | 9-1 | 5 | 9-1 | 5 | 9-1 | 5 |
| | Total: | 1385 | Total: | 1685 | Total: | 1960 |

* Some duties typical of this grade level support a lower knowledge level. If these duties make up the majority of the work of the position the remaining factors will have to be stronger than those shown above to support the typical grade level. If the factors are not higher than those shown above, the position should be graded at a lower level.

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GS-0343

Management Analyst - Page 1

- Update Notice:** The recently released OPM classification standard for this series was not included in this issuance of Pdwriter. Pdwriter can still be used to create a position description, but the classification of the position should be verified against the latest OPM classification standard.
- Work Covered:** This series covers work involved in developing, analyzing, evaluating, advising on, or improving the effectiveness of work methods and procedures, organizations, manpower utilization, management controls, information and documentation systems.
- Work Not Covered:** Positions primarily requiring a practical knowledge of the purpose, operation, techniques and guidelines/ characteristics of specific management analysis functions are covered by the Management Assistant menu, number 344. Positions that involve analyzing current or proposed operating programs when the primary qualification requirements are analytical ability and knowledge of the programs are covered by the Program Analysis menu, which is number 345.
- Duty Options:**
- A. Organizational structure/manpower utilization and control
 - B. Management surveys and research
 - C. Work measurement/methods and procedures/time standards
 - D. Information management
 - E. Internal review
 - F. Management control systems
 - G. Commercial activities

[Continued on next page]

GS-0343

Management Analyst - Page 2

Evaluation Data:

The title **Management Analyst** is established for all nonsupervisory positions in this occupation.

Supervisory Management Analyst is appropriate for supervisory positions, and **Management Analysis Officer** is appropriate for all positions which involve planning, organizing, promoting and directing an overall management analysis program. This menu covers full performance work at activity level management offices ranging from GS-9 through GS-12. This series is covered by narrative classification standards. The knowledges shown in the position description represent the highest level required to perform the work of the position. The grade level arrived at in the evaluation process, and shown on the evaluation statement, will be based upon the knowledge level required for the majority of the work performed.

GS-0344

Management Assistant - Page 1

Work Covered: This series covers positions where the primary purpose is the support of analytical functions such as time and motion studies, development of organizational and workflow charts, examination of work processes and data, and improvement of records and paperwork.

Work Not Covered: If the primary qualification requirement for this position is the ability to perform secretarial work, exit from this part of the system and use one of the two Secretary menus, number **318A** or **318B**. Office automation work, which includes word processing, either solely or in combination with clerical work that provides general office clerical support and requires knowledge of general office automation software, practices, and procedures is covered by the Office Automation Clerical and Assistance Series, menu number **326**.

Duty Options:

- A. Forms Management
- B. Space Utilization
- C. Work Flow
- D. Directives
- E. Equipment Utilization
- F. Work Measurement/Manpower
- G. Organization Management
- H. Typing
- I. Routine Office Filing
- J. Routine Receptionist and Mail Distribution

[Continued on next page]

GS-0344

Management Assistant - Page 2

Evaluation Data:

The authorized title for positions in this series is **Management Assistant**. This series is covered by narrative classification standards, and any other work covered by narrative standards has been considered in the automated evaluation. Position descriptions should contain major duties, which occupy 10% or more of the work of the position. The Pdwriter system will accommodate up to 15 different duty statements, which should be more than enough to properly describe the major duties of a position.

- Update Notice:** The recently released OPM classification standard for the GS-343 Management Analysis series, which supersedes this series, was not included in this issuance of Pdwriter. Pdwriter can still be used to create a position description, but the classification of the position should be verified against the latest OPM classification standard.
- Work Covered:** This series covers analysis of current and proposed operating programs to evaluate their actual or potential effectiveness in achieving objectives. The primary qualification requirements are analytical ability, substantive knowledge of programs, and knowledge of pertinent statistical, accounting, budget, and economic principles and techniques. For programs which do not have finance as a primary focus, use menu **345A**. For programs where finance is a primary focus, use menu **345B**.
- Work Not Covered:** Positions primarily requiring a practical knowledge of the purpose, operation, techniques and guidelines/ characteristics of programs are covered by the Management Assistant menu, number **344**. Positions that involve analyzing operating programs when knowledge of the programs is not one of the primary qualification requirements are covered by the Management Analysis menu, number **343**.
- Duty Options:** Menu **345A** contains the following duties:
- A. Program Analysis
 - B. Program Information Systems/Reporting
 - C. Staff/Managerial Advisory Services
 - D. Program Execution Oversight

[Continued on next page]

GS-0345

Program Analyst - Page 2

Menu **345B** contains the following duties:

- A. Financial Estimates/Justification
- B. Cost Analysis/Control
- C. Program Control
- D. Program Information Systems/Reporting
- E. Staff/Management Advisory Services

Evaluation Data:

The title **Program Analyst** is established for all nonsupervisory positions in this occupation.

Supervisory Program Analyst is appropriate for supervisory positions, and **Program Analysis Officer** is appropriate for all positions which involve planning and conducting a program analysis program and performing, or directing the performance of, program analysis work. These menus cover full performance work ranging from GS-9 through GS-12. Menu **345A** is based on narrative classification standards; menu **345B** is based on Factor Evaluation System standards. The knowledges shown in the position description represent the highest level required to perform the work of the position. The grade level arrived at in the evaluation process, and shown on the evaluation statement, will be based upon the knowledge level required for the majority of the work performed. Typical factor patterns for menu **345B** are shown on the next page.

[Continued on next page]

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Appendix A

GS-0345

Program Analyst - Page 3

Typical patterns for work in this series:

| Factors | | GS-9 | | GS-11 | | GS-12 | |
|----------------------|--|--------|--------|--------|--------|--------|--------|
| | | Level | Points | Level | Points | Level | Points |
| Knowledge and Skill | | 1-6 | 950 | 1-7 | 1250 | 1-7 | 1250 |
| Supervisory Controls | | 2-3 | 275 | 2-4 | 450 | 2-4 | 450 |
| Guidelines | | 3-3 | 275 | 3-3 | 275 | 3-4 | 450 |
| Complexity | | 4-3 | 150 | 4-4 | 225 | 4-4 | 225 |
| Scope and Effect | | 5-3 | 150 | 5-3 | 150 | 5-4 | 225 |
| Personal Contacts | | 6-2 | 25 | 6-2 | 25 | 6-3 | 60 |
| Purpose of Contacts | | 7-2 | 50 | 7-3 | 120 | 7-3 | 120 |
| Physical Demands | | 8-1 | 5 | 8-1 | 5 | 8-1 | 5 |
| Work Environment | | 9-1 | 5 | 9-1 | 5 | 9-1 | 5 |
| | | Total: | 1885 | Total: | 2505 | Total: | 2790 |

Note: These factors are drawn from the **Budget Analyst Series, GS-560**. They only apply to work primarily based on menu **345B**. Some positions may involve work covered by both menus. If that is the case, expect to have to edit the description in a word processor to eliminate redundant knowledge statements and other duplication. The grade level evaluation will be based upon whichever menu was the source of the majority of the work. Under unusual circumstances (such as 45% of the work from menu **345A**, 45% of the work from menu **345B**, and 10% other duties) Pdwriter will not be able to determine a grade level. These positions should be evaluated using sound classification judgment to assess the overall worth of the position.

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GS-0346

Logistics Management Specialist - Page 1

Work Covered: This series covers management at a field activity, a major command, or a headquarters office. Work involves planning, coordinating, or evaluating the logistical actions required to support a specified mission, weapons system, or other designated program. Although the work involves specialized knowledge of various logistic support activities, the paramount qualification requirement is the ability to integrate the separate functions in planning or implementing a logistics management program.

Work Not Covered: When one of the specialties that makes up this series is the paramount qualification requirement, the work is not covered by this series. For example, use the appropriate supply group series, such as GS-2010, for positions where supply knowledges are the paramount qualification requirement.

Duty Options:

- A. ILS Planning
- B. ILS Budget Administration
- C. COTR Responsibilities
- D. ILS Program Execution
- E. Contract Administration
- F. ILS Expertise
- G. Review of Program Documentation/Design for Logistics Considerations
- H. Resolution of Fleet Reported Problems
- I. Problem Identification and Resolution
- J. Management Information Systems

[Continued on next page]

GS-0346

Logistics Management Specialist - Page 2

Evaluation Data:

Logistics Management Specialist is the title for nonsupervisory positions covered by this series.

Logistics Management Officer is the title for supervisory positions with responsibility for planning, organizing, and directing an overall logistics program.

Supervisory positions which do not have overall program responsibility are titled **Supervisory Logistics**

Management Specialist. Pdwriter covers nonsupervisory positions from GS-9 through GS-13. The classification standard for this series does not contain grade level criteria. Because the Department of the Navy has established Factor Evaluation System criteria the Pdwriter evaluation is done in the factor format.

GS-0350

Equipment Operator - Page 1

Work Covered: This series covers positions where the primary purpose is to operate: (1) equipment which produces copies or duplicates of original documents or records, or (2) mail processing equipment to produce a variety of material for release to the Postal Service, or (3) equipment which produces microfilm and/or microfilm copies, or (4) peripheral computer equipment in support of computer operations.

Work Not Covered: Data transcription and verification is covered by menu 356. Offset press operation, using plates made from reusable contact negatives/positives for "quick turn-around work." is covered by menu 4417. Technical support to users of computer systems is covered by menu 335.

Duty Options:

- A. Set up, operation, and maintenance of copier/duplicating equipment.
- B. Set up, operation, and maintenance of microfilm equipment.
- C. Set up, operation, and maintenance of mail processing equipment.
- D. Set up, operation, and maintenance of peripheral equipment.
- E. Accessory equipment operation (decollator, binder, etc.).
- F. User assistance for copy machine(s).
- G. Form overlay preparation.
- H. Records maintenance.
- I. Ordering of supplies.

[Continued on next page]

GS-0350

Equipment Operator - Page 2

Evaluation Data:

The authorized titles for positions in this series are **Mail Processing Equipment Operator, Microform Equipment Operator, Peripheral Equipment Operator, Duplicating Equipment Operator, and Copier/Duplicating Equipment Operator**, as appropriate to the position. This series is covered by the Factor Evaluation System, and any other work covered by FES standards has been considered in the automated evaluation.

Typical patterns for work in this series:

| Factors | GS-2 | | GS-3 | | GS-4 | |
|----------------------|--------|--------|--------|--------|--------|--------|
| | Level | Points | Level | Points | Level | Points |
| Knowledge and Skill | 1-1 | 50 | 1-2 | 200 | 1-3 | 350 |
| Supervisory Controls | 2-2 | 125 | 2-2 | 125 | 2-2 | 125 |
| Guidelines | 3-1 | 25 | 3-1 | 25 | 3-2 | 125 |
| Complexity | 4-1 | 25 | 4-2 | 75 | 4-2 | 75 |
| Scope and Effect | 5-1 | 25 | 5-1 | 25 | 5-1 | 25 |
| Personal Contacts | 6-1 | 10 | 6-1 | 10 | 6-2 | 25 |
| Purpose of Contacts | 7-1 | 20 | 7-1 | 20 | 7-1 | 20 |
| Physical Demands | 8-2 | 20 | 8-2 | 20 | 8-2 | 20 |
| Work Environment | 9-2 | 20 | 9-2 | 20 | 9-2 | 20 |
| | Total: | 320 | Total: | 520 | Total: | 785 |

Work Covered: This series covers positions which operate keyboard controlled machines such as card punch machines, paper tape recording machines, magnetic tape, disc encoders, optical character equipment, computer controlled data entry, update and remote inquiry devices. The work includes transcribing and/or verifying data.

Work Not Covered: Work which involves operating specially adapted typewriters to produce typed copy, punched tape, or magnetic tape or card that is used to produce the material automatically, either as it was typed or in an altered arrangement, is covered by the Clerk-Typist menu, number **322**. If the work involves operation of the control console of a digital computer system and requires substantive knowledge of computer features, use the Computer Operator menu, number **332**. Office automation work, which includes word processing, either solely or in combination with clerical work that provides general office clerical support and require knowledge of general office automation software, practices, and procedures, is covered by the Office Automation Clerical and Assistance Series, menu number **326**.

Duty Options: This menu covers positions which perform data transcription as the primary duty, not positions primarily do other work and also transcribe data. There are four possible selections:

1. **Data Transcriber, GS-356-1.** Employee performs repetitive assignments that require transcription of predominantly numeric data. Data is entered as is from the source documents, with coding not normally required.

[Continued on next page]

GS-0356

Data Transcriber - Page 2

2. **Data Transcriber, GS-356-2.** Employee uses the full keyboard to transcribe alphanumeric data from a variety of brief source documents or a few complex ones.
3. **Data Transcriber, GS-356-3.** Employee uses the full keyboard including special function keys to transcribe alphanumeric data. Source documents have numerous data items, diverse formats, frequent errors, are uncoded, etc.
4. **Data Transcriber, GS-356-4.** Employee performs a wide variety of complicated transcribing assignments. This includes at least three of the following or similar duties, (1) works from unedited/uncoded source documents or documents uncontrolled as to source, format, etc., (2) corrects errors based on substantive knowledge, (3) develops procedures for assignments, (4) retrieves and changes records already in the system, (5) participates in testing and debugging new programs, (6) trains new transcribers, (7) corrects errors based on machine error message, or (8) works from complex source documents that are used for more than one type of transaction.

Evaluation Data:

The authorized title is **Data Transcriber**. Supervisory positions are titled **Supervisory Data Transcriber**. Positions which have other primary skill and knowledge requirements, such as accounting or supply, but also require a fully qualified data transcriber, have data transcriber added in parentheses to the title. Pdwriter includes positions at grades ranging from GS-1 through GS-4. Nonsupervisory positions at grades higher than GS-4 are normally classified in a specific functional area, such as supply or accounting.

GS-0392

Communications Equipment Operator - Page 1

Work Covered: This series covers positions where the primary purpose is to operate the digital controls of digital communications systems and peripheral equipment.

Work Not Covered: Operation of peripheral computer equipment in support of computer operations is not covered. For this type of work use menu number **350**.

Duty Options:

- A. Operation of peripheral and cryptographic equipment.
- B. System power up/down.
- C. Receive, send, process message traffic.
- D. Monitor circuit accountability.
- E. Determine internal distribution.

Evaluation Data: The authorized title for positions in this series is **Communications Equipment Operator**. This series is not covered directly by a classification standard. For the purposes of the automated evaluation it is treated as though it were covered by a narrative classification standard, and other work which is also covered by narrative standards is included in the evaluation.

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GS-0393

Communications Specialist - Page 1

Work Covered: This series covers positions where the primary purpose is the performance of technical and analytical work in the area of communications systems, facilities, and procedures.

Work Not Covered: If the position primarily involves controlling and monitoring communications channels, scheduling circuits, "patching" communications equipment, checking circuit quality and similar functions in connection with day-to-day communications operations, it is covered by menu **392**.

Duty Options:

- A. Procedures development
- B. Network layout and facility design
- C. Traffic data analysis
- D. Equipment procurement/installation
- E. Analyzing operational problems
- F. Special studies
- G. Acceptance testing
- H. Technical advisor
- J. Developing/conducting training

Evaluation Data: The authorized title for positions in this series is **Communications Specialist**. Positions that meet OPM's definition of supervisor are titled **Supervisory Communications Specialist**. This series is covered by narrative classification standards, and any other work covered by narrative standards has been considered in the automated evaluation. Menu **393** contains work typically found at the GS-7, GS-9, GS-11, GS-12 and GS-13 levels. Positions with duties which are not supported by factor statements typical of the same grade level should be carefully reviewed prior to classification.

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Appendix A

GS-0510

Accountant - Page 1

Update Notice: The recently released OPM classification standard for this series was not included in this issuance of Pdwriter. Pdwriter can still be used to create a position description, but the classification of the position should be verified against the latest OPM classification standard.

Work Covered: This series covers work involved in advising on, administering, supervising, or performing professional accounting work. The work ordinarily is concerned with the design, development, installation, or operation of accounting systems; description of accounting requirements; examination, analysis and interpretation of accounting requirements; or providing accounting advice and assistance to management.

Work Not Covered: Positions primarily requiring a practical knowledge of accounting procedures and techniques, but not requiring a professional knowledge and application of accounting principles and procedures, are covered by the Accounting Technician series, menu number **525**. Auditing is covered by the Auditing series, menus **511A** and **511B**.

Duty Options:

- A. Systems Accounting of limited scope and difficulty
- B. Systems Accounting of average scope and difficulty
- C. Systems Accounting of unusually high difficulty
- D. Operations Accounting at small activities
- E. Operations Accounting at medium sized activities with stable systems
- F. Operations Accounting at medium sized activities with complex systems
- G. Cost Accounting at small activities
- H. Cost Accounting at medium sized activities with stable systems
- I. Cost Accounting at medium sized activities with complex systems

[Continued on next page]

GS-0510

Accountant - Page 2

Evaluation Data:

The following titles are established for covered work in this series:

Systems Accountant
Supervisory Systems Accountant
Operating Accountant
Supervisory Operating Accountant
Cost Accountant
Supervisory Cost Accountant

This series includes other specializations, such as **Staff Accountant**, which are not covered. General accounting work where no one specialty is appropriate, is titled **Accountant** or **Supervisory Accountant**. Positions which manage a total program are titled **Accounting Officer**. This menu covers full performance work at the operating level, ranging from GS-9 through GS-12. This series is covered by narrative classification standards.²

The accountant classification standard assesses the difficulty work on the basis of the size of the organization served, and the complexity of the assignment.

Complexity is measured by two criteria: (1) the involvement of the accountant in the management process, and (2) the impact of items of special difficulty. Size is evaluated as follows:

| | |
|------------|-------------------------|
| Small | Up to 2,000 employees |
| Moderate | Up to 10,000 employees |
| Large | Up to 25,000 employees |
| Very Large | Up to 200,000 employees |

² OPM has issued an FES classification standard. We will issue a revised occupational menu for the GS-510 series to reflect this revision. Positions properly classified under the current standard should remain properly classified under the new FES standard. Please consult your Personnel Office for further guidance.

[Continued on next page]

Participation is considered either low or high. Within the Pdwriter duty selection process the phrase "limited role in the management process" is used to describe low participation. This level is characterized by supplying accounting and financial statements, providing interpretations of accounting reports, and other similar work. The phrase "participates significantly in the management process" describes high level participation. In addition to the technical work characterized as low participation work, the accountant with high level involvement is an active participant in decision making sessions, recommending management actions when accounting data identify problems.

Complexity of the accounting work is measured in terms of "Items of special difficulty." These include: Delegation of complete responsibility from higher authority to establish and implement accounting systems.

The organization requires accounting for operations of a substantial commercial, industrial, manufacturing, or equivalent nature. An extremely large volume of transactions requires development of new, novel, and specialized procedures, beyond those provided by application of well-established accounting practices.

Unstable operating programs or other equivalent factors cause wide and frequent variations in requirements for new accounts, reporting systems, ledger and subsidiary record systems, etc.

There are three or more basic operating programs each of which requires a specialized and individualized accounting system, significantly different from the other systems.

[Continued on next page]

The classification standard defines three levels of complexity for the accounting position by combining the degree of participation with the difficulty of the accounting environment. In doing so the number of possible combinations is large, and describing all possible combinations in Pdwriter is not practical. The Pdwriter menus describe high and low participation, in both stable and complex systems, in small and moderate sized organizations. For systems which fall between stable (no items of special difficulty) and complex (two or more items of special difficulty) the position description should be edited in a word processor, and the criteria in the classification standard should be applied.

GS-0511

Auditor - Page 1

Work Covered: This series covers auditing. It covers the systematic examination and appraisal of activity financial records, financial and management reports, management controls, policies and practices which impact on the financial condition and operating results of an activity. The work requires application of professional accounting knowledges, standards, and principles. External auditing is covered by menu **511A**. Internal auditing is covered by menu **511B**.

Work Not Covered: Positions primarily requiring a practical knowledge of accounting procedures are covered by the Accounting Technician menu, number **525**. Positions that involve application of professional accounting knowledges, standards, and principles to perform other accounting work are covered by the Accountant menu, number **510**.

Duty Options: Menu **511A** contains the following duties:

- A. Planning External Audits
- B. Conducting External Audits
- C. Preparing Audit Reports
- D. Compliance Reviews
- E. Technical Advice and Assistance

Menu **511B** contains the following duties:

- A. Planning Internal Audits
- B. Conducting Internal Audits
- C. Preparing Audit Reports
- D. Follow-up and Compliance Reviews
- E. Technical Advice and Assistance

[Continued on next page]

GS-0511

Auditor - Page 2

Evaluation Data:

The title **Auditor** is established for all nonsupervisory positions in this occupation. **Supervisory Auditor** is appropriate for supervisory positions. These menu positions cover full performance work ranging from GS-9 through GS-12. They are based on Factor Evaluation System standards. The knowledges shown in the position description represent the highest level required to perform the work of the position. The grade level arrived at in the evaluation process, and shown on the evaluation statement, will be based upon the knowledge level required for the majority of the work performed.

Typical patterns for work in this series:

| Factors | GS-9 | | GS-11 | | GS-12 | |
|----------------------|--------|--------|--------|--------|--------|--------|
| | Level | Points | Level | Points | Level | Points |
| Knowledge and Skill | 1-6 | 950 | 1-7 | 1250 | 1-7 | 1250 |
| Supervisory Controls | 2-3 | 275 | 2-4 | 450 | 2-4 | 450 |
| Guidelines | 3-3 | 275 | 3-3 | 275 | 3-4 | 450 |
| Complexity | 4-3 | 150 | 4-4 | 225 | 4-4 | 225 |
| Scope and Effect | 5-3 | 150 | 5-4 | 225 | 5-4 | 225 |
| Personal Contacts | 6-2 | 25 | 6-3 | 60 | 6-3 | 60 |
| Purpose of Contacts | 7-3 | 120 | 7-3 | 120 | 7-3 | 120 |
| Physical Demands | 8-1 | 5 | 8-1 | 5 | 8-1 | 5 |
| Work Environment | 9-1 | 5 | 9-1 | 5 | 9-1 | 5 |
| | Total: | 1955 | Total: | 2615 | Total: | 2790 |

GS-0525

Accounting Technician - Page 1

- Work Covered:** This series covers positions where the primary purpose is the performance of duties involving accounting technician work, such as accounts examination, verification, and maintenance of accounts and accounting data. The work requires a basic understanding of accounting systems, policies, and procedures. Included are positions which perform technical audit functions, develop or install revised accounting procedures, or perform other, similar work which does not require a college degree in Accounting.
- Work Not Covered:** If the position involves professional accounting knowledges, such as those gained through a college degree in accounting, it is covered by the Accountant menu(s). Clerical work in support of budget functions is covered by the Budget Assistant menu, number 561.
- Duty Options:**
- A. Classifying accounting transactions
 - B. Closing accounts, balance sheets, financial statements
 - C. Performing Training
 - D. Account examination
 - E. Customer liaison and problem resolution
 - F. Reconciling accounts
 - G. Correspondence preparation
 - H. Maintaining accounts
 - I. Analysis of accounting data
- Evaluation Data:** The authorized title for nonsupervisory positions in this series which are at or below the GS-3 level is Accounts Maintenance Clerk. Nonsupervisory positions at and above the GS-4 level are titled **Accounting Technician**.

[Continued on next page]

GS-0525**Accounting Technician - Page 2**

Positions which that meet OPM's definition of supervisor are titled **Supervisory Accounting Technician**. This series is covered by Factor Evaluation System classification standards, and any other work covered by Factor Evaluation System standards has been considered in the automated evaluation. Menu **525** contains work typically found at the GS-4, GS-5, GS-6, and GS-7 levels.

Typical patterns for work in this series:

| Factors |
|----------------------|
| Knowledge and Skill |
| Supervisory Controls |
| Guidelines |
| Complexity |
| Scope and Effect |
| Personal Contacts |
| Purpose of Contacts |
| Physical Demands |
| Work Environment |

| GS-4 | |
|--------|--------|
| Level | Points |
| 1-3 | 350 |
| 2-2 | 125 |
| 3-2 | 125 |
| 4-2 | 75 |
| 5-2 | 75 |
| 6-2 | 25 |
| 7-1 | 20 |
| 8-1 | 5 |
| 9-1 | 5 |
| Total: | 805 |

| GS-5 | |
|--------|--------|
| Level | Points |
| 1-3 | 350 |
| 2-3 | 275 |
| 3-2 | 125 |
| 4-3 | 150 |
| 5-2 | 75 |
| 6-2 | 25 |
| 7-1 | 20 |
| 8-1 | 5 |
| 9-1 | 5 |
| Total: | 1030 |

| GS-6 | |
|--------|--------|
| Level | Points |
| 1-4 | 550 |
| 2-3 | 275 |
| 3-2 | 125 |
| 4-3 | 150 |
| 5-2 | 75 |
| 6-2 | 25 |
| 7-1 | 20 |
| 8-1 | 5 |
| 9-1 | 5 |
| Total: | 1230 |

| Factors |
|----------------------|
| Knowledge and Skill |
| Supervisory Controls |
| Guidelines |
| Complexity |
| Scope and Effect |
| Personal Contacts |
| Purpose of Contacts |
| Physical Demands |
| Work Environment |

| GS-7 | |
|--------|--------|
| Level | Points |
| 1-4 | 550 |
| 2-3 | 275 |
| 3-3 | 275 |
| 4-3 | 150 |
| 5-2 | 75 |
| 6-2 | 25 |
| 7-2 | 50 |
| 8-1 | 5 |
| 9-1 | 5 |
| Total: | 1410 |

GS-0540

Voucher Examiner - Page 1

Work Covered: This series covers positions where the primary purpose is the examination of vouchers to verify their accuracy, adequacy, justification, and compliance with regulations.

Work Not Covered: Positions where the primary purpose is the performance of duties involving accounting technician work, such as accounts examination, verification, and maintenance of accounts and accounting data. If the work requires a basic understanding of accounting systems, policies, and procedures, use the Accounting Technician menu, number 525. Clerical work in support of budget functions is covered by the Budget Assistant menu, number 561.

Duty Options:

- A. Reviewing travel vouchers
- B. Answering questions and solving problems
- C. Reviewing accounting data
- D. Determining entitlements

Evaluation Data: The authorized title for nonsupervisory positions in this series is **Voucher Examiner**. Positions which meet OPM's definition of supervisor are titled **Supervisory Voucher Accounting Technician**. This series is covered by Factor Evaluation System classification standards, and any other work covered by Factor Evaluation System standards has been considered in the automated evaluation. Menu 540 contains work typically found at the GS-3, GS-4, GS-5, and GS-6 levels. Typical factor patterns are shown on the next page.

[Continued on next page]

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Appendix A

GS-0540

Voucher Examiner - Page 2

Typical patterns for work in this series:

| Factors |
|----------------------|
| Knowledge and Skill |
| Supervisory Controls |
| Guidelines |
| Complexity |
| Scope and Effect |
| Personal Contacts |
| Purpose of Contacts |
| Physical Demands |
| Work Environment |

| GS-3 | |
|--------|--------|
| Level | Points |
| 1-2 | 200 |
| 2-2 | 125 |
| 3-1 | 25 |
| 4-1 | 25 |
| 5-2 | 75 |
| 6-2 | 10 |
| 7-1 | 20 |
| 8-1 | 5 |
| 9-1 | 5 |
| Total: | 505 |

| GS-4 | |
|--------|--------|
| Level | Points |
| 1-3 | 350 |
| 2-2 | 125 |
| 3-2 | 125 |
| 4-2 | 75 |
| 5-2 | 75 |
| 6-2 | 25 |
| 7-2 | 50 |
| 8-1 | 5 |
| 9-1 | 5 |
| Total: | 805 |

| GS-5 | |
|--------|--------|
| Level | Points |
| 1-4 | 550 |
| 2-2 | 125 |
| 3-2 | 125 |
| 4-2 | 75 |
| 5-2 | 75 |
| 6-2 | 25 |
| 7-1 | 20 |
| 8-1 | 5 |
| 9-1 | 5 |
| Total: | 1005 |

| Factors |
|----------------------|
| Knowledge and Skill |
| Supervisory Controls |
| Guidelines |
| Complexity |
| Scope and Effect |
| Personal Contacts |
| Purpose of Contacts |
| Physical Demands |
| Work Environment |

| GS-6 | |
|--------|--------|
| Level | Points |
| 1-4 | 550 |
| 2-2 | 125 |
| 3-3 | 275 |
| 4-3 | 150 |
| 5-2 | 75 |
| 6-2 | 25 |
| 7-2 | 50 |
| 8-1 | 5 |
| 9-1 | 5 |
| Total: | 1260 |

GS-0544

Payroll Clerk - Page 1

- Update Notice:** The recently released OPM classification standard for this series was not included in this issuance of Pdwriter. Pdwriter can still be used to create a position description, but the classification of the position should be verified against the latest OPM classification standard.
- Work Covered:** This series covers positions where the primary purpose is the performance of duties involving determinations of pay, maintenance of payroll records, and compilation of reports pertaining to civilian employee of the Federal government. Work involving Federal and state taxes, leave, insurance, and retirement benefits may also be involved.
- Work Not Covered:** If the position primarily involves military pay work it is covered by menu number 545.
- Duty Options:**
- A. Controlling a block of accounts
 - B. Processing pay changes
 - C. Preparing reports
 - D. Answering customer questions
 - E. Conducting audits
 - F. Maintaining retirement records
- Evaluation Data:** The authorized title for nonsupervisory positions in this series which are at or below the GS-5 level is **Payroll Clerk**. Nonsupervisory positions above the GS-5 level are titled **Payroll Technician**. Positions that meet OPM's definition of supervisor are titled **Payroll Supervisor**. This series is covered by narrative classification standards, and any other work covered by

[Continued on next page]

narrative standards has been considered in the automated evaluation. Menu 544 contains work typically found at the GS-3, GS-4, GS-5, and GS-6 levels. Positions with duties which are not supported by factor statements typical of the same grade level should be carefully reviewed prior to classification.

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Appendix A

GS-0545

Military Pay Clerk - Page 1

- Update Notice:** The recently released OPM classification standard for this series was not included in this issuance of Pdwriter. Pdwriter can still be used to create a position description, but the classification of the position should be verified against the latest OPM classification standard.
- Work Covered:** This series covers positions where the primary purpose is the performance of duties involving determinations of pay and maintenance of pay records for active duty or retired military personnel.
- Work Not Covered:** If the position primarily involves civilian pay work it is covered by menu number 544.
- Duty Options:**
- A. Reenlistment/extensions
 - B. Separation/fleet reserve and retirement
 - C. Special and incentive pays
 - D. Allowances - local
 - E. Allowances - nonlocal
 - F. Payments/payrolls
 - G. LES reconciliation/maintenance
 - H. Computerized systems
 - I. OCR document processing
 - J. Customer service
 - K. Audit

[Continued on next page]

GS-0545

Military Pay Clerk - Page 2

Evaluation Data:

The authorized title for nonsupervisory positions in this series which work with active duty pay accounts is **Military Pay Clerk**. Positions that meet OPM's definition of supervisor are titled **Military Pay Supervisor**. The parenthetical designation **(retirement)** can be used after either title, if appropriate. This series is covered by narrative classification standards, and any other work covered by narrative standards has been considered in the automated evaluation. Menu 545 contains work typically found at the GS-3, GS-4, and GS-5 levels. Positions with duties which are not supported by factor statements typical of the same grade level should be carefully reviewed prior to classification.

GS-0560

Budget Analyst - Page 1

Work Covered: This series covers positions where the primary purpose of the work is budget analysis, including formulation, justification, presentation, and/or execution, of a portion of an organizations budget. This work requires knowledge and skill in the application of related laws, regulations, policies, precedents, methods and techniques of budgeting.

Work Not Covered: Responsibility for a full complement of budgetary operations for a whole organizational component will be covered by a menu for Budget Officer, which is still under development. Clerical and technical work in support of budget analysis is covered in menu 561. Positions which involve professional accounting knowledges, such as those gained through a college degree in accounting, are covered in the Accountant menu, number 510. Accounting technician work, such as accounts examination, verification, and maintenance of accounts and accounting data, is covered by the Accounting Technician menu, number 525.

Duty Options:

- A. Activity level formulation/justification - appropriated fund
- B. Activity level execution - appropriated fund
- C. Activity level formulation/justification - industrial fund
- D. Activity level execution - industrial fund

GS-0560

Budget Analyst - Page 2

Evaluation Data:

The authorized title for nonsupervisory positions in this series is **Budget Analyst**. Positions which meet OPM's definition of supervisor are titled **Budget Officer** if they have responsibility for the total budgetary operation. Other supervisory positions are titled **Supervisory Budget Analyst**. This series is covered by Factor Evaluation System classification standards, and any other work covered by Factor Evaluation System standards has been considered in the automated evaluation. Menu **560** contains work typically found at the GS-9 and GS-11 GS-7 levels.

GS-0561

Budget Assistant - Page 1

Work Covered: This series covers positions where the primary purpose is the performance of duties involving clerical and technical work in support of budget analysis and administration.

Work Not Covered: Positions which involve professional accounting knowledges, such as those gained through a college degree in accounting, are covered by the Accountant menu, number 510. Accounting technician work, such as accounts examination, verification, and maintenance of accounts and accounting data, is covered by the Accounting Technician menu, number 525.

Duty Options:

- A. Providing information on regulatory guidance
- B. Extracting, consolidating and summarizing budget data
- C. Maintaining budget records
- D. Preparation of budget reports
- E. Review of accuracy of budget data
- F. Receiving, sorting, etc. of budget information
- G. Maintaining budget files

Evaluation Data: The authorized title for nonsupervisory positions in this series which are at or below the GS-4 level is **Budget Clerk**. Nonsupervisory positions at and above the GS-5 level are titled **Budget Assistant**. Positions which meet OPM's definition of supervisor are titled **Supervisory Budget Assistant**. This series is covered by Factor Evaluation System classification standards, and any other work covered by Factor Evaluation System standards has been considered in the automated evaluation. Menu 561 contains work typically found at the GS-4, GS-5, GS-6, and GS-7 levels.

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GS-0610

Nurse - Page 1

Work Covered: This series covers work which requires a professional knowledge of nursing. Registration to practice as a professional nurse is a basic requirement.

Work Not Covered: Nursing work which does not require registration as a professional nurse, but does require registration as a practical nurse, is covered by menu **620**.

Duty Options: The duties for this series are grouped according to the work area. They include:

A. Nursing in General Inpatient Wards

1. GS-7 2. GS-9 3. GS-11

B. Nursing in and Outpatient Clinic Setting

1. GS-8 2. GS-9

C. Nursing in Specialized Inpatient Settings

1. Intensive Care Unit, GS-9
2. Operating Room, GS-9
3. Newborn Nursery, Well Baby Care, GS-8
4. Newborn Nursery, Complicated Conditions, GS-9
5. Psychiatric Unit, GS-9
6. Psychiatric Unit, GS-11

D. Occupational Health Nurse

1. GS-7
2. GS-9

E. Nurse Anesthetist

1. GS-11

It is unlikely that you will want to choose more than one of these duty combinations.

[Continued on next page]

GS-0610

Nurse - Page 2

Evaluation Data:

The authorized title for nonsupervisory positions in this series is **Nurse** at and below the GS-7 level, and above that level when one of the other authorized titles is not appropriate. The other authorized titles that apply to positions included in the Pdwriter system are **Clinical Nurse, Nurse Anesthetist, Occupational Health Nurse, Operating Room Nurse, and Psychiatric Nurse**. Positions which meet OPM's definition of supervisor should have the prefix **Supervisory** added to the appropriate title. **Charge Nurse** positions should be carefully reviewed to determine whether or not they are supervisory. This series is covered by Factor Evaluation System classification standards. Typical factor patterns are shown on the back of this page.

Typical patterns for work in this series:

| Factors | GS-7 | | GS-8 | | GS-9 | |
|----------------------|--------|--------|--------|--------|--------|--------|
| | Level | Points | Level | Points | Level | Points |
| Knowledge and Skill | 1-6 | 950 | 1-6 | 950 | 1-6 | 950 |
| Supervisory Controls | 2-2 | 125 | 2-3 | 275 | 2-3 | 275 |
| Guidelines | 3-2 | 125 | 3-2 | 125 | 3-3 | 275 |
| Complexity | 4-2 | 75 | 4-2 | 75 | 4-3 | 150 |
| Scope and Effect | 5-2 | 75 | 5-3 | 150 | 5-3 | 150 |
| Personal Contacts | 6-2 | 25 | 6-2 | 25 | 6-2 | 25 |
| Purpose of Contacts | 7-3 | 120 | 7-3 | 120 | 7-3 | 120 |
| Physical Demands | 8-2 | 20 | 8-2 | 20 | 8-2 | 20 |
| Work Environment | 9-2 | 20 | 9-2 | 20 | 9-2 | 20 |
| | Total: | 1535 | Total: | 1760 | Total: | 1985 |

[Continued on next page]

| Factors | GS-11 ¹ | | GS-11 ² | |
|----------------------|---------------------------|---------------|---------------------------|---------------|
| | Level | Points | Level | Points |
| Knowledge and Skill | 1-7 | 1250 | 1-7 | 1250 |
| Supervisory Controls | 2-4 | 450 | 2-3 | 275 |
| Guidelines | 3-3 | 275 | 3-3 | 275 |
| Complexity | 4-4 | 225 | 4-4 | 225 |
| Scope and Effect | 5-4 | 225 | 5-3 | 150 |
| Personal Contacts | 6-2 | 25 | 6-2 | 25 |
| Purpose of Contacts | 7-3 | 120 | 7-3 | 120 |
| Physical Demands | 8-2 | 20 | 8-2 | 20 |
| Work Environment | 9-2 | <u>20</u> | 9-2 | <u>20</u> |
| | Total: | 2610 | Total: | 2360 |

¹ This is a Nurse Specialist position.

² This is a Nurse Anethetist position.

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GS-0620

Practical Nurse - Page 1

- Work Covered:** This series covers positions which provide a wide range of direct patient care to acutely ill/injured and longterm patients. The work does not require full professional nurse education, but it does require the knowledges and skills represented by the licensing of practical and vocational nurses by a State, Territory, or the District of Columbia. Dispensing medication is typically a major consideration in the determination that licensure is required.
- Work Not Covered:** Work which requires a full professional nursing education is covered by menu **610**. Work which does not require the knowledges and skills represented by licensure is covered by the Nursing Assistant menu, number **621**.
- Duty Options:**
- A. Direct patient care in a surgical ward or similar setting
 - B. Patient care in a psychiatric treatment unit
 - C. Work on a nursing team caring for critically ill patients
- Evaluation Data:** The authorized titles for positions in this series are **Practical Nurse, Operating Room Practical Nurse, and Psychiatric Practical Nurse**. The duties have been grouped by work environment, so it is unlikely that more than one duty statement will be chosen. The grade levels for this occupation range from GS-3 to GS-7. The GS-7 level is extremely unlikely outside of a psychiatric care unit where critically ill patients are treated. Even in this environment the distinction between the GS-6 and GS-7 levels hinges upon the level credited for Factor 7,

[Continued on next page]

GS-0620

Practical Nurse - Page 2

Purpose of Contacts. Considerable care should be used in selecting the appropriate factor level in this case.

Typical patterns for work in this series:

| Factors |
|----------------------|
| Knowledge and Skill |
| Supervisory Controls |
| Guidelines |
| Complexity |
| Scope and Effect |
| Personal Contacts |
| Purpose of Contacts |
| Physical Demands |
| Work Environment |

| GS-3 | |
|--------|--------|
| Level | Points |
| 1-2 | 200 |
| 2-2 | 125 |
| 3-1 | 25 |
| 4-2 | 75 |
| 5-1 | 25 |
| 6-1 | 10 |
| 7-1 | 20 |
| 8-2 | 20 |
| 9-1 | 5 |
| Total: | 505 |

| GS-4 | |
|--------|--------|
| Level | Points |
| 1-3 | 350 |
| 2-2 | 125 |
| 3-1 | 25 |
| 4-2 | 75 |
| 5-2 | 75 |
| 6-2 | 25 |
| 7-2 | 50 |
| 8-2 | 20 |
| 9-1 | 5 |
| Total: | 750 |

| GS-4 | |
|--------|--------|
| Level | Points |
| 1-3 | 350 |
| 2-2 | 125 |
| 3-2 | 125 |
| 4-2 | 75 |
| 5-2 | 75 |
| 6-2 | 25 |
| 7-2 | 50 |
| 8-1 | 5 |
| 9-2 | 20 |
| Total: | 850 |

| Factors |
|----------------------|
| Knowledge and Skill |
| Supervisory Controls |
| Guidelines |
| Complexity |
| Scope and Effect |
| Personal Contacts |
| Purpose of Contacts |
| Physical Demands |
| Work Environment |

| GS-5 ¹ | |
|-------------------|--------|
| Level | Points |
| 1-3 | 350 |
| 2-2 | 125 |
| 3-2 | 125 |
| 4-2 | 75 |
| 5-2 | 75 |
| 6-2 | 25 |
| 7-3 | 120 |
| 8-3 | 50 |
| 9-3 | 50 |
| Total: | 995 |

| GS-6 | |
|--------|--------|
| Level | Points |
| 1-4 | 550 |
| 2-3 | 275 |
| 3-2 | 125 |
| 4-3 | 150 |
| 5-2 | 75 |
| 6-2 | 25 |
| 7-2 | 50 |
| 8-2 | 20 |
| 9-1 | 5 |
| Total: | 1275 |

| GS-6 ¹ | |
|-------------------|--------|
| Level | Points |
| 1-4 | 550 |
| 2-3 | 275 |
| 3-2 | 125 |
| 4-3 | 150 |
| 5-2 | 75 |
| 6-2 | 25 |
| 7-2 | 50 |
| 8-3 | 50 |
| 9-3 | 50 |
| Total: | 1350 |

¹ Both positions are located in a psychiatric ward where the purpose of contacts, physical demands, and work environment are significantly different from a normal ward setting.

GS-0679

Medical Clerk - Page 1

Work Covered: This series covers positions where the primary purpose is to perform clerical support work which facilitates the work of physicians, nurses and others in a hospital or clinical setting.

Work Not Covered: Medical Records Technician work, which involves analyzing medical records for completeness, consistency and compliance with requirements is not covered by this menu.

Duty Options: Menu 679 contains the following duty options:

- A. Medical record duties
- B. Receptionist duties
- C. Patient care duties
- D. Miscellaneous duties
- E. Typing

Evaluation Data: The authorized titles for positions in this series is **Medical Clerk**. Positions which require a qualified typist are titled **Medical Clerk (Typing)**. This series is covered by the Factor Evaluation System, and any other work covered by FES standards has been considered in the automated evaluation.

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- Work Covered:** This series covers work requiring a practical knowledge of the methods and techniques of engineering or architecture, and the construction, application, properties, operation, and limitations of engineering systems, processes, structures, machinery, devices and materials.
- Work Not Covered:** If the primary qualification is professional engineering or architecture, use the menu for the appropriate series and function. If the primary qualification requirement is journeyman trade knowledge of materials, manufacturing processes and fabrication details related to engineering design and development work, use the menu most appropriate for the trade or craft. Industrial Engineering Technicians and Electronics Technicians are also covered by separate menus.
- Duty Options:**
- A. Technical engineering assistance in resolving system problems
 - B. Evaluate technical data on system operations and problems
 - C. Conducts feasibility studies on proposals
 - D. Redesign/design modification on in-service systems
 - E. Test and evaluation of new/modified systems
 - F. Maintenance engineering-developing/updating maintenance plans
 - G. Developing/reviewing engineering specifications for contracts
 - H. Technical review of contract engineering work
 - I. Instrumentation development, installation, operation, maintenance
 - J. Report preparation and presentation

[Continued on next page]

GS-0802

Engineering Technician - Page 2

Evaluation Data:

Engineering Technician is the title for most positions where this work is paramount. Authorized special titles include:

Aerospace Engineering Technician
Chemical Engineering Technician
Electrical Engineering Technician
Materials Engineering Technician

This series is covered by narrative classification standards. The grade levels in Pdwriter include GS-9, GS-11 and GS-12. Other grade levels are possible in this series, however they have not been automated. Grade levels are based upon the majority of the work performed. Identification of the specific types of assembly, component, subsystem, or system worked on by the employee can be done by attaching an addendum to the description, or by editing the description in a word processor. Examples of addendums for this purpose, and special terminology that applies to this series, follow:

Incumbent's work involves aircraft escape and survivability systems, aircrew protective equipment and other systems designed for subsistence, safety and rescue of aircrew personnel (i.e., the systems with which the work of the position is associated) for all fleet deployed aircraft (i.e., the combat system to which the work applies).

Incumbent's work involves aircraft tooling/fixture design and installation techniques in the manufacture/modification of complex test, process and manufacturing equipment (i.e., the system with which the work of the position is associated) for F-4 aircraft (i.e., the combat system to which the work applies).

[Continued on next page]

Combat System: A weapons platform, embracing the necessary propulsion, navigation, communications, weapons and other systems required for its operation to the degree that it can be considered a self-sufficient item in its intended operational environment. **EXAMPLES:** Ship, aircraft, tank.

Weapons System: The aggregate of systems within a weapons platform required to carry, launch and deliver a specific item of ordnance. **EXAMPLES:** SPARROW missile with its associated launcher and release and control equipment, TARTAR missile, launcher and associated fire control system.

System: A major portion of a weapons system that performs a specific function in the overall operational function of the weapons system. **EXAMPLES:** Missile, fire control system, launcher.

Subsystem/Equipment: A collection of units, assemblies or subassemblies that is a subdivision of a system, but is not capable of performing a complete operational function. **EXAMPLES:** Radar receiver, propulsion section, warhead section, guidance section, radar transmitter.

Assembly/Component: A number of parts or subassemblies joined together to perform a specific function. This term applies to items that cannot be further disassembled for test or repair without requiring shop facilities. **EXAMPLES:** Safety and arming device, timer, voltage meter.

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GS-0808

Architect - Page 1

Work Covered: This series covers the performance of professional architectural services related to planning, design, development, construction, alteration, cost estimates and inspection of buildings, grounds, and facilities.

Work Not Covered: Work which is primarily structural engineering is covered by the Civil Engineering Series menu, number **810F**.

Duty Options:

- A. Engineer-in-Charge Functions
- B. Design
- C. Design Review
- D. Engineering Studies and Evaluations
- E. Architect-Engineer Selection
- F. Construction Contract Administration

Evaluation Data: **Architect** is the authorized title for nonsupervisory positions in this series. **Supervisory Architect** is the authorized title for supervisory positions. Pdwriter covers nonsupervisory work at the GS-11 and GS-12 levels. This series is covered by the Factor Evaluation System.

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GS-0810

Civil Engineer - Page 1

Work Covered: This series covers the performance of civil engineering services related to planning, design, development, construction, alteration, cost estimates and inspection of buildings, grounds, and facilities.

Work Not Covered: Professional architectural services related to planning, design, development, construction, alteration, cost estimates and inspection of buildings, grounds, and facilities are covered by the Architect menu, number 808F.

Duty Options:

- A. Engineer-in-Charge Functions
- B. Design
- C. Design Review
- D. Engineering Studies and Evaluations
- E. Architect-Engineer Selection
- F. Construction Contract Administration

Evaluation Data: Authorized titles in this series include **Structural Data Engineer, Hydraulic Engineer, Highway Engineer**, and, for positions which do not clearly fit into one of these categories, **Civil Engineer**. Supervisory positions are also titled in accordance with the appropriate engineering specialty, e.g., **Supervisory Civil Engineer**. Pdwriter covers nonsupervisory work at the GS-11 and GS-12 levels. This series is covered by narrative classification standards.

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GS-0830

Mechanical Engineer - Page 1

- Work Covered:** This series covers the performance of mechanical engineering services related to planning, design, development, construction, alteration, cost estimates and inspection of buildings, grounds, and facilities.
- Work Not Covered:** Work involving fixed industrial equipment, mobile industrial equipment, marine equipment, and aeronautical equipment is covered by other engineering menus.
- Duty Options:**
- A. Engineer-in-Charge Functions
 - B. Design
 - C. Design Review
 - D. Engineering Studies and Evaluations
 - E. Utilities Studies, Investigations, and Site Surveys
 - F. Architect-Engineer Selection
 - G. Construction Contract Administration
- Evaluation Data:** **Mechanical Engineer** is the authorized title for nonsupervisory positions in this series. **Supervisory Mechanical Engineer** is the authorized title for supervisory positions. Pdwriter covers nonsupervisory work at the GS-11 and GS-12 levels. This series is covered by the Factor Evaluation System.

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GS-0850

Electrical Engineer - Page 1

Work Covered: This series covers the performance of Electrical Engineering services related to planning, design, development, construction, alteration, cost estimates and inspection of buildings, grounds, and facilities.

Duty Options:

- A. Engineer-in-Charge Functions
- B. Design
- C. Design Review
- D. Engineering Studies and Evaluations
- E. Architect-Engineer Selection
- F. Construction Contract Administration

Evaluation Data: **Electrical Engineer** is the authorized title for nonsupervisory positions in this series. **Supervisory Electrical Engineer** is the authorized title for supervisory positions. Pdwriter covers nonsupervisory work at the GS-11 and GS-12 levels. This series is covered by the narrative classification standards.

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GS-0856

Electronics Technician - Page 1

Work Covered: This series covers work requiring a practical knowledge of the techniques and theories characteristic of electronics, the ability to apply that knowledge to duties involving engineering functions, and a knowledge of the capabilities, limitations, operations, design characteristics and functional use of a variety of types and models of electronic equipment and systems. The menu currently available is **856A**, Air Systems.

Work Not Covered: If the primary qualification is professional engineering, use the menu for the appropriate series and function. If the primary qualification requirement is journeyman trade knowledge of materials, manufacturing processes and fabrication details related to engineering design and development work, use the menu most appropriate for the trade or craft.

Duty Options: Menu **856A** contains the following duties:

- A. Technical engineering assistance in resolving system problems
- B. Evaluate technical data on system operations and problems
- C. Conducts feasibility studies on proposals
- D. Redesign/design modification on inservice systems
- E. Test and evaluation of new/modified systems
- F. Maintenance engineering-developing/updating maintenance plans
- G. Developing/reviewing engineering specifications for contracts
- H. Technical review of contract engineering work
- I. Instrumentation development, installation, operation, maintenance
- J. Report preparation and presentation

[Continued on next page]

GS-0856

Electronics Technician - Page 2

Evaluation Data:

Electronics Technician is the title for positions where this work is paramount. This series is covered by narrative classification standards. Positions that meet OPM's definition of supervisor are titled **Supervisory Electronics Technician**. The grade levels in Pdwriter include GS-9, GS-11 and GS-12. Other grade levels are possible in this series, however, they have not been automated. The specific types of assembly, component, subsystem, or system worked on by the employee can be listed on an addendum to the description, or added using a work processor.

Special Terminology

Definitions:

Combat System: A weapons platform, embracing the necessary propulsion, navigation, communications, weapons and other systems required for its operation to the degree that it can be considered a self-sufficient item in its intended operational environment. **EXAMPLES:** Ship, aircraft, tank.

Weapons System: The aggregate of systems within a weapons platform required to carry, launch and deliver a specific item of ordnance. **EXAMPLES:** SPARROW missile with its associated launcher and release and control equipment, TARTAR missile, launcher and associated fire control system.

System: A major portion of a weapons system that performs a specific function in the overall operational function of the weapons system. **EXAMPLES:** Missile, fire control system, launcher.

[Continued on next page]

Subsystem/Equipment: A collection of units, assemblies or subassemblies that is a subdivision of a system, but is not capable of performing a complete operational function. **EXAMPLES:** Radar receiver, propulsion section, warhead section, guidance section, radar transmitter.

ASSEMBLY/COMPONENT: A number of parts or subassemblies joined together to perform a specific function. This term applies to items that cannot be further disassembled for test or repair without requiring shop facilities. **EXAMPLES:** Safety and arming device, timer, voltage meter.

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GS-0861

Aerospace Engineer - Page 1

Work Covered: This series covers professional engineering work which involves planning, research, development, design, testing, evaluation, production, fabrication, operation, and maintenance of aerospace vehicles and integrally associated equipment, and investigation of phenomena encountered in aerospace flight.

Work Not Covered: Positions where the paramount work is involved with the development of equipment, test and evaluation or research are covered by other menus. If the paramount work of the position involves a practical, rather than professional knowledge, of the matters in the work summary above, use menu **802A** for the Aerospace specialty of Engineering Technician positions.

- Duty Options:**
1. **Aerospace Engineer, GS-861-11.** Performs maintenance and design engineering on assigned systems of an aircraft type.
 2. **Aerospace Engineer, GS-861-11.** Performs maintenance and design engineering on assigned structures of an aircraft type.
 3. **Aerospace Engineer, GS-861-11.** Performs maintenance and design engineering on assigned propulsion systems.
 4. **Aerospace Engineer, GS-861-12.** Performs maintenance and design engineering, as a technical expert, on assigned systems of an aircraft type.
 5. **Aerospace Engineer, GS-861-12.** Performs maintenance and design engineering, as a technical expert, on structures of an aircraft type.

[Continued on next page]

GS-0861

Aerospace Engineer - Page 2

6. **Aerospace Engineer, GS-861-12.** Performs maintenance and design engineering, as a technical expert, on assigned propulsion systems.

Evaluation Data:

Aerospace Engineer is the title for positions where this work is paramount. **Supervisory Aerospace Engineer** is used for positions which meet OPM's definition of supervisor. This series is covered by narrative classification standards. Pdwriter includes standardized descriptions at the GS-11 and GS-12 levels. Other grade levels are possible in this series, however they have not been automated. Grade levels are based upon the majority of the work performed.

Special terminology that applies to this series is described below:

Combat System: A weapons platform, embracing the necessary propulsion, navigation, communications, weapons and other systems required for its operation to the degree that it can be considered a self-sufficient item in its intended operational environment. **EXAMPLES:** Ship, aircraft, tank.

Weapons System: The aggregate of systems within a weapons platform required to carry, launch and deliver a specific item of ordnance. **EXAMPLES:** SPARROW missile with its associated launcher and release and control equipment, TARTAR missile, launcher and associated fire control system.

[Continued on next page]

System: A major portion of a weapons system that performs a specific function in the overall operational function of the weapons system. **EXAMPLES:** Missile, fire control system, launcher.

Subsystem/Equipment: A collection of units, assemblies or subassemblies that is a subdivision of a system, but is not capable of performing a complete operational function. **EXAMPLES:** Radar receiver, propulsion section, warhead section, guidance section, radar transmitter.

Assembly/Component: A number of parts or subassemblies joined together to perform a specific function. This term applies to items that cannot be further disassembled for test or repair without requiring shop facilities. **EXAMPLES:** Safety and arming device, timer, voltage meter.

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GS-0895

Industrial Engineering Technician - Page 1

Work Covered:

This series includes nonprofessional, technical work which involves planning, designing, analyzing, improving, and installing integrated work systems comprised of people, materials, and equipment, for use in producing products, rendering services, repairing equipment, or moving and storing supplies and equipment.

Work Not Covered:

Work which requires a professional knowledge of Industrial Engineering is covered by the Industrial Engineer menu, number **896**.

Duty Options:

- A. Production Planning and Organization
- B. Complex Production Planning and Organization
- C. Facilities Layout
- D. Complex and Comprehensive Facilities Layout
- E. Standards and Methods Work
- F. Extensive and Comprehensive Standards and Methods Work

Evaluation Data:

The title for nonsupervisory positions in this series is **Industrial Engineering Technician**. The Pdwriter menu covers work at the GS-8, GS-9, GS-10 and GS-11 levels. This series is covered by a narrative classification standard. The primary difference between the GS-8 and GS-9 levels is the nature of the supervision the employee receives. Supervision is also the primary difference between the GS-10 and GS-11 levels.

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GS-0896

Industrial Engineer - Page 1

Work Covered: Employees in this series perform professional work in industrial engineering typified by planning, designing, analyzing, improving and installing integrated systems of employees, materials, and equipment to produce a product or render a service.

Work Not Covered: Industrial Engineers share the large common core of knowledge characteristic of all branches of engineering, as well as perform duties in close relationship to other nonprofessional series. Work which is related to this series is covered by other Pdwriter menus, including Industrial Engineering Technician, menu number 895, Management Analyst, menu number 343, and other engineering menus.

Duty Options:

- A. Management and Operations
- B. Facilities Layout
- C. Plant Design and Location
- D. Industrial Production Planning
- E. Technical Directives Development
- F. Maintenance of Engineered Performance Standards

Evaluation Data: This series is covered by narrative classification standards. The authorized titles are **Industrial Engineer** and **Supervisory Industrial Engineer**. Positions involving supervisory duties and responsibilities which are of such significance as to require supervisory qualifications should use the supervisory title. Duties are described at the GS-9, GS-11, and GS-12 levels. The position classification standard for this series contains background information to compare and contrast industrial engineering work with other related occupations.

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GS-1102

Contract Specialist - Page 1

- Work Covered:** This series covers professional work involving the procurement of supplies, services, construction, or research and development using formal advertising or negotiation procedures, the evaluation of contract price proposals, and/or, the administration or termination and close out of contracts. The work requires knowledge of the legislation, regulations, and methods used in contracting, and knowledge of business and industry practices, source of supply, cost factors, and requirements characteristics.
- Work Not Covered:** Positions responsible for purchasing goods or services through the use of simplified purchase procedures are covered by menu 1105.
- Duty Options:**
- A. Procurement Planning
 - B. Competitive Bid and Award
 - C. Negotiated Procurement
 - D. Contract Administration
 - E. Contract Termination
 - F. Cost/Price Analysis
 - G. Small Business
 - H. Procurement Analysis
- Evaluation Data:** A variety of titles are authorized. **Contract Specialist** covers positions which require a knowledge of preaward and postaward procedures to plan and conduct the contracting process from requirements description through delivery. **Contract Specialist** also covers positions with two or more contract functions with none predominant or grade controlling. Other titles, based upon the predominant or grade controlling work of the position include:

[Continued on next page]

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Appendix A

GS-1102

Contract Specialist - Page 2

Contract Negotiator
Contract Administrator
Contract Termination Specialist
Contract Price/Cost Analyst
Procurement Analyst

This series is covered by the Factor Evaluation System.
Some typical factor patterns for positions in this series
are shown below.

| Factors |
|----------------------|
| Knowledge and Skill |
| Supervisory Controls |
| Guidelines |
| Complexity |
| Scope and Effect |
| Personal Contacts |
| Purpose of Contacts |
| Physical Demands |
| Work Environment |

| GS-9 | |
|--------|--------|
| Level | Points |
| 1-6 | 950 |
| 2-3 | 275 |
| 3-3 | 275 |
| 4-3 | 150 |
| 5-3 | 150 |
| 6-3 | 60 |
| 7-3 | 120 |
| 8-1 | 5 |
| 9-1 | 5 |
| Total: | 1990 |

| GS-11 | |
|--------|--------|
| Level | Points |
| 1-7 | 1250 |
| 2-3 | 450 |
| 3-3 | 275 |
| 4-4 | 225 |
| 5-3 | 150 |
| 6-3 | 60 |
| 7-3 | 120 |
| 8-1 | 5 |
| 9-1 | 5 |
| Total: | 2540 |

| GS-12 | |
|--------|--------|
| Level | Points |
| 1-7 | 1250 |
| 2-4 | 450 |
| 3-4 | 450 |
| 4-4 | 225 |
| 5-4 | 225 |
| 6-3 | 60 |
| 7-3 | 120 |
| 8-1 | 5 |
| 9-1 | 5 |
| Total: | 2790 |

| Factors |
|----------------------|
| Knowledge and Skill |
| Supervisory Controls |
| Guidelines |
| Complexity |
| Scope and Effect |
| Personal Contacts |
| Purpose of Contacts |
| Physical Demands |
| Work Environment |

| GS-13 | |
|--------|--------|
| Level | Points |
| 1-8 | 1550 |
| 2-4 | 450 |
| 3-4 | 450 |
| 4-5 | 325 |
| 5-5 | 325 |
| 6-3 | 60 |
| 7-3 | 120 |
| 8-1 | 5 |
| 9-1 | 5 |
| Total: | 3290 |

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Appendix A

GS-1105

Purchasing Agent - Page 1

Work Covered:

This series covers work involving the purchase, rental, or lease of supplies, services and equipment through the use of simplified purchase through the use of simplified purchase procedures, such as imprest fund accounts, informal open-market methods such as repeat suppliers, price catalogs, and oral solicitations, orders under Blanket Purchase Agreements or indefinite delivery contracts such as Federal Supply Schedules, purchase orders, invoices, vouchers, or priced purchase orders. The work requires knowledge of commercial supply sources and of common business practices with respect to sales, prices, discounts, deliveries, stocks and shipments.

Work Not Covered:

Procurement through *formal advertising and negotiation* procedures is covered by the Contracting Series, menu number **1102**. Obtaining supplies, services, equipment or other material exclusively through requisitions against stockrooms, depots, warehouses, and supply centers is covered by menu **2005**. processing, verifying, abstracting or controlling procurement documents is covered by menu **1106**.

Duty Options:

- A. Purchase of standard supplies and equipment
- B. Purchase of non-technical services
- C. Purchase of technical supplies and equipment
- D. Purchase of technical services
- E. Purchase of complex, special purpose items
- F. Purchase of highly technical and professional services

[Continued on next page]

GS-1105

Purchasing Agent - Page 2

Evaluation Data:

The title **Purchasing Agent** is authorized for positions in this series. Positions meeting OPM's definition of supervisor are titled **Supervisory Purchasing Agent**. This series is covered by narrative classification standards. The grades for positions covered by this menu range from GS-4 through GS-7.

GS-1106

Procurement Clerk - Page 1

Work Covered: This series covers positions where the primary purpose is to perform clerical or technical support work for purchasing, procurement, contract negotiation, contract administration, and contract termination functions.

Work Not Covered: Positions that involve the actual buying of commodities, services, equipment, etc. are covered by menu **1105** if they do not require knowledge of formal advertising and negotiation procedures, or by menu **1102** if they do require such knowledges.

Duty Options:

- A. Bidders list maintenance.
- B. Tracking and screening requisitions.
- C. Preparing synopsis for advertising.
- D. Establishing contract files.
- E. Contracting - document preparation.
- F. Small purchase - document preparation.
- G. Bid/proposal screening.
- H. Contractor reliability data collection/analysis.
- I. Administration - clerical support.
- J. Contract administration - monitoring progress.
- K. Purchase administration - monitoring progress.
- L. Preparation of modifications from worksheets.
- M. Processing payments to contractor.
- N. Preparation of reports.
- O. Typing and data entry.

[Continued on next page]

GS-1106

Procurement Clerk - Page 2

Evaluation Data:

The authorized title for positions in this series is **Procurement Clerk** at or below the GS-5 level. At or above the GS-6 level the title is **Procurement Assistant**. Positions which meet OPM's definition of supervisor are titled **Supervisory Procurement Clerk**, or **Supervisory Procurement Assistant**. This series is covered by a narrative classification standard, and other work which is also covered by narrative standards is included in the evaluation.

Position descriptions should contain major duties, which occupy 10% or more of the work of the position. The Pdwriter system will accommodate up to 15 different duty statements, which should be more than enough to properly describe the major duties of a position. If you attempt to choose more than 15 statements, combining several different series, the system will suffer the ADP equivalent of a nervous breakdown and you will have to start over from scratch.

GS-1150

Industrial Specialist - Page 1

- Work Covered:** This series covers positions which require primarily a practical knowledge of the nature and operations of an industry or industries, and the materials, facilities and methods employed by the industry in producing commodities.
- Work Not Covered:** Positions that are concerned with direct management of an industrial production activity which include related and support activities, e.g., engineering, quality control, supply, etc., with responsibility for determining requirements for facilities, funds and manpower are covered by the General Business and Industry series, GS-1101, which is not currently part of Pdwriter. Work which requires knowledge of the marketing, distribution and consumption of commodities rather than knowledge of industrial production operations is covered by the Business Analysis series, GS-1140, which is not currently part of Pdwriter.
- Duty Options:**
- A. Plans for plant expansion, conversion, and utilization.
 - B. Technical information and assistance.
 - C. Developing/administering provisions or regulations.
 - D. Plant surveys to estimate capacity and potential.
 - E. Technical production surveillance.
- Evaluation Data:** The authorized title for positions in this series is **Industrial Specialist**. Positions that meet OPM's definition of supervisor are titled **Supervisory Industrial Specialist**. Most positions in this series involve a specialized knowledge of a particular industry, and this series provides for the use of certain industry specializations. The industry specialization is placed in

[Continued on next page]

parentheses as part of the title, e.g., **Industrial Specialist (Missiles)**. If a substantial knowledge of two of the specialized fields is required, they can be combined, e.g., **Industrial Specialist (Aircraft and Electronics)**.

The authorized industry specializations are:

| | |
|------------------------|------------------------------|
| Agriculture | Missles |
| Aircraft | Metal Products |
| Anthracite Mining | Nonmetallic Minerals Mining |
| Automotive | Ordnance |
| Bituminous Coal Mining | Paper |
| Construction | Petroleum and Natural Gas |
| Chemicals | Production |
| Clothing | Petroleum Products |
| Electrical Machinery | Primary Metals |
| Electronics | Printing and Publishing |
| Fisheries | Railroad Equipment |
| Food Products | Rubber |
| Forestry | Scientific Equipment |
| Furniture | Shipbuilding |
| Leather Products | Stone, Clay & Glass Products |
| Machinery | Textiles |
| Metal Mining | Tobacco Products |

Definitions of these specializations are contained in the GS-1150 classification standard. The designation "**(General)**" is also authorized but should be used with caution. See the classification standard for more information.

[Continued on next page]

This series is covered by narrative classification standards, and any other work covered by narrative standards has been considered in the automated evaluation. Menu 1150 contains work typically found at the GS-9, GS-11, and GS-12 grade levels.

It is important to note that, in this series, the supervisory controls, guidelines, complexity of the work environment, and personal contacts have a strong bearing on the final grade level. Positions with duties which are not supported by factor statements typical of the same grade level should be carefully reviewed prior to classification.

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GS-1173

Housing Management Specialist - Page 1

Work Covered: This series covers positions where the primary purpose is to perform on-site housing management work requiring a variety of housing management and administrative knowledges and related practical skills and abilities in such housing functions as operations and maintenance, procurement of services, cost management and financial planning, assignment, termination and utilization, and other similar functions.

Work Not Covered: Positions that involve headquarters and regional housing program work are not covered by menu 1173 at this time. Employees who perform housing referral work are not covered unless their primary work is the management work described above.

Duty Options:

- A. Housing inspections.
- B. Occupant relations.
- C. Housing assignment and/or referral.
- D. Housing maintenance and/or repairs.
- E. Financial management.
- F. Energy conservation program.
- G. Community organizations.
- H. Self-help program.
- I. Technical assistance to other employees.
- J. Senior Housing Manager.
- K. Supervision of subordinate staff.

Evaluation Data: The authorized title for positions in this series is Housing Manager at or above the GS-9 level. Below the GS-9 level the title is Housing Management Assistant. Positions which meet OPM's definition of supervisor are normally at or above the GS-9 level, and the word "Manager" in the title includes any supervisory functions. Do not title a position Supervisory Housing Manager.

[Continued on next page]

GS-1173**Housing Management Specialist - Page 2**

Positions which serve as the overall housing manager for an installation are covered by duties J and K. To describe these positions skip over duties A through I, select J and K as appropriate, and proceed through the remainder of the menus. This menu group covers typical housing management functions from GS-5 through GS-12. This series is covered by a Factor Evaluation System classification standard, and other work which is also covered by the Factor Evaluation System standards is included in the evaluation. Typical patterns follow:

| Factors | |
|----------------------|--|
| Knowledge and Skill | |
| Supervisory Controls | |
| Guidelines | |
| Complexity | |
| Scope and Effect | |
| Personal Contacts | |
| Purpose of Contacts | |
| Physical Demands | |
| Work Environment | |

| GS-7 | |
|--------|--------|
| Level | Points |
| 1-5 | 750 |
| 2-3 | 275 |
| 3-2 | 125 |
| 4-3 | 150 |
| 5-3 | 150 |
| 6-2 | 25 |
| 7-2 | 50 |
| 8-2 | 20 |
| 9-1 | 5 |
| Total: | 1550 |

| GS-9 | |
|--------|--------|
| Level | Points |
| 1-6 | 950 |
| 2-3 | 275 |
| 3-3 | 275 |
| 4-4 | 225 |
| 5-3 | 150 |
| 6-3 | 60 |
| 7-3 | 120 |
| 8-1 | 5 |
| 9-1 | 5 |
| Total: | 2065 |

| GS-11 | |
|--------|--------|
| Level | Points |
| 1-7 | 1250 |
| 2-4 | 450 |
| 3-3 | 275 |
| 4-4 | 225 |
| 5-3 | 150 |
| 6-3 | 60 |
| 7-3 | 120 |
| 8-1 | 5 |
| 9-1 | 5 |
| Total: | 2540 |

| Factors | |
|----------------------|--|
| Knowledge and Skill | |
| Supervisory Controls | |
| Guidelines | |
| Complexity | |
| Scope and Effect | |
| Personal Contacts | |
| Purpose of Contacts | |
| Physical Demands | |
| Work Environment | |

| GS-12 | |
|--------|--------|
| Level | Points |
| 1-7 | 1250 |
| 2-4 | 450 |
| 3-4 | 450 |
| 4-4 | 225 |
| 5-4 | 225 |
| 6-3 | 60 |
| 7-3 | 120 |
| 8-1 | 5 |
| 9-1 | 5 |
| Total: | 2790 |

GS-1670

Equipment Specialist - Page 1

Work Covered:

This series covers positions where the primary purpose is the performance of work involved in: (1) collecting, analyzing, interpreting and developing specialized information about equipment, (2) providing such information together with advisory service to those who design, test, produce, procure, supply, operate, repair or dispose of equipment, and/or, (3) developing, installing, inspecting, or revising equipment maintenance programs and techniques based on a production, operational and maintenance requirements.

Work Not Covered:

The duties performed by equipment specialists are similar in many respect to duties performed by supply personnel of various types. As a general rule, it can be said that the application of a "Practical technical knowledge" of equipment in the performance of supply work identifies a position as an equipment specialist, and the absence of the necessity to apply such knowledge identifies the position as one allocable to another series (usually in the GS-2000 family). Other related menus include Supply Clerk and Technician, numbers **2005F** and **2005S**, Inventory Management Specialist, numbers **2010F** and **2010S**, and Contract Specialist, number **1102**.

Duty Options:

- A. Development and analysis of technical equipment information
- B. Chairing or monitoring provisioning conferences
- C. Identification, description, and classification of equipment
- D. Visits to installations using or maintaining equipment
- E. Recommendation of specification/design changes to equipment

[Continued on next page]

GS-1670

Equipment Specialist - Page 2

- F. Development, maintenance and analysis of technical equipment file data
- G. Evaluation of equipment malfunction/deficiency reports
- H. Review of technical procurement specifications/contract bid deferrals
- I. Recommendation of alternate sources of supply
- J. Development of commercial equipment descriptions
- K. Provision of technical data for incomplete equipment requisitions
- L. Determining the practicality of "breaking out" items of equipment
- M. Determination of material needed for maintenance and repair programs
- N. Technical recommendations regarding development, production and testing
- O. Representing the agency on technical panels and committees

Evaluation Data:

The authorized title for positions in this series is **Equipment Specialist**. Positions which meet OPM's definition of supervisor are titled **Supervisory Equipment Specialist**. Most positions in this series involve specialization in a particular type of equipment, which is listed in parentheses as a part of the title, e.g., **Equipment Specialist (Aircraft)**. The following specializations are authorized:

Aircraft
Aircraft Propulsion
Airframe and Airframe Equipment
Automotive
Electrical

[Continued on next page]

Electronic
Food Service
Industrial Gas
Machine Tools
Marine
Materials-Handling Equipment
Missile
Missile Airframe
Missile Mechanical
Missile Propulsion
Ordnance
Photographic
Precision Instrument and Machinery
Railroad
Ships

Definitions of these specializations are contained in the GS-1670 classification standard. The designation "(General)" is also authorized but should be used with caution; see the classification standard for more information.

This series is covered by narrative classification standards, and any other work covered by narrative standards has been considered in the automated evaluation. Menu **1670** contains work typically found at the GS-7, GS-9, GS-11, and GS-12 levels.

[Continued on next page]

GS-1670

Equipment Specialist - Page 4

It is important to note that, in this series, the supervisory controls, guidelines, complexity of the work environment, and personal contacts have a strong bearing on the grade level. Positions with duties which are not supported by factor statements typical of the same grade level should be carefully reviewed prior to classification.

Position descriptions should contain major duties, which occupy 10% or more of the work of the position. The Pdwriter system will accommodate a combined total of up to 15 different duty statements, which should be more than enough to properly describe the major duties of a position. If you attempt to choose more than 15 statements, either directly from this menu or in combination with other menus, the system will suffer the ADP equivalent of a nervous breakdown and you will have to start over from scratch.

GS-1702

Education and Training Technician - Page 1

Work Covered:

This series covers nonprofessional work of a technical, specialized, or support nature in the field of education and training. It requires a knowledge of the program objectives, policies, procedures, or regulatory requirements that affect the particular education or training activity. It also requires a practical understanding of the particular training activities involved.

Work Not Covered:

Work which involves development, review, and evaluation of curriculum, training aides, test and measurement and requires a professional knowledge of education is covered by the Education Specialist menu, number **1710**. Where work involves instruction in a program of training and the paramount requirement is a combination of practical knowledge of methods, techniques of instruction, and practical knowledge of the subject matter being taught, use the Training Instructor menu, number **1712**. Positions that involve specialized knowledge, skills, and abilities of an education activity or program are not covered within Pdwriter at this time.

Duty Options:

This menu contains three typical work situations:

1. **Training Technician, GS-1702-04.** The employee operates the testing section of a Curriculum and Instruction Standards Office.
2. **Training Technician, GS-1702-05.** The employee conducts Student Naval Flight Office flight support testing, measurement, and analysis.

[Continued on next page]

3. **Training Technician, GS-1702-06.** The employee serves as Student Director of a Learning Resource Center.

Work in this series is specialized to the extent that there will be many positions that are not directly covered by these descriptions. When this is the case, select the description that comes closest to matching the level of difficulty and responsibility of the work, and store the resulting description for editing. Menu **1702** contains work typically found at the GS-4, GS-5, and GS-6 levels in the stated work areas. The authorized title for these positions is **Training Technician**.

GS-1710

Education Specialist - Page 1

Work Covered: This series covers instruction, guidance counseling, education administration, development or evaluation of curricula, instructional materials, and aids, and educational tests and measurements. The work requires the application of full professional knowledge of the theories, principles, and techniques of education and training.

Work Not Covered: Work which involves training instruction based on practical knowledge of the methods and techniques of instruction is covered by menu number 1712. Work which is primarily nonprofessional support work is covered by menu number 1702.

Duty Options:

- A. Course development
- B. Headquarters or regional course development work
- C. Test and measurement
- D. Headquarters or regional test and measurement work
- E. Staff and faculty development
- F. Audiovisual and training aids/devices
- G. Navy campus specialist
- H. Contracting

Evaluation Data: **Education Specialist** is the title of staff service positions in this series. Positions which meet OPM's definition of supervisor are titled **Supervisory Education Specialist**. Positions involving instruction are titled **Instructor** in higher education programs, with the appropriate field shown in parentheses after the title, e.g., **Instructor (Mathematics)**. Instruction positions in secondary programs (high school level) are titled teacher, with the appropriate field shown in parentheses after the title, e.g., **Teacher (Mathematics)**. This series is covered by narrative classification standards.

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GS-1712

Training Instructor - Page 1

Work Covered: This series includes instruction in a program of training where the paramount qualification requirement is a combination of practical knowledge of the methods and techniques of instruction and practical knowledge of the subject-matter being taught.

Work Not Covered: If the work requires professional knowledge of the methods and techniques of education, it is covered by the Education Specialist menu, number **1710**. If the work involves instruction in a trades or laboring occupation and the paramount qualification is knowledge of that occupation, select the appropriate Trades and Labor Occupation or the Job Grading Standard for Leader, Part II. If the work is primarily nonprofessional, support work, use the menu for the Education and Training Technician Series, number **1702**. Curriculum development is not covered by this menu, but it is covered by menu **1710**.

Duty Options:

- A. Course Instruction - Short Repetitive Courses/Elementary
- B. Course Instruction - Secondary Level or Equivalent
- C. Course Instruction - Post Secondary or Undergraduate Level

[Continued on next page]

GS-1712

Training Instructor - Page 2

Evaluation Data:

Training Instructor is the title for instructor positions in this series, with the appropriate field shown in parentheses after the title, e.g., **Training Instructor (Electronics)**. The menus are structured in such a way that it is most likely that only one duty selection (for example, instruction of technical training as covered by duty B, above) will be needed to cover the position. Specific details regarding the subject matter area (such as electronics) can be added by creating the description, storing it electronically on a disk, and then using a word processor to add the subject matter knowledges. This series is covered by narrative classification standards.

GS-2005

Supply Clerk/Technician - Page 1

Work Covered: This series covers positions where the primary purpose is the performance of clerical or technical work in support of supply programs or operations. Work at field activities in support of storage and distribution, cataloging, or other supply identification systems, property utilization, or other related supply activities, is covered by menu **2005F**. Positions which provide systemwide supply support, such as at a national inventory control point, are covered by menu **2005S**.

Work Not Covered: If the position primarily involves technical supply management work where there is a requirement to apply a knowledge of present and proposed programs, program changes, work operations, work sequences and schedules is covered by one of the higher level supply specialist series, such as the Inventory Management Series. The position classification standard for the GS-2005 series contains a section on how to distinguish between Supply Technician work and Supply Specialist work. Inventory Management Specialist work is covered by menus **2010F** and **2010S**.

Duty Options: Duty selections for work in support of particular units:

- A. Requisition preparation
- B. Maintenance of control files
- C. Distribution and control of operating procedures
- D. Physical inventory
- E. Stock level maintenance
- F. Stock level maintenance (publications)
- G. Receipt, storage and issue
- H. Property management and accountability
- I. Identification of items
- J. Documentary control
- K. Cataloging

[Continued on next page]

GS-2005,

Supply Clerk/Technician - Page 2

- L. Material coordination
- M. Stock level maintenance and inventory control
- N. Inventory management
- O. Storage management

Duty selections for work in support of systemwide operations:

- A. Customer service
- B. Documentary control
- C. Stock list/catalog publications
- D. Editing requisitions
- E. Supply data analysis
- F. Financial inventory accounting analysis
- G. Catalog publications
- H. Inventory management

Evaluation Data:

The authorized titles for positions in this series are **Supply Clerk**, if the grade level is GS-5 or lower, and **Supply Technician** if the grade level is GS-6 or higher. This series is covered by narrative classification standards, and any other work covered by narrative standards has been considered in the automated evaluation. Menus **2005F** and **2005S** contain work typically found from GS-3 to GS-7.

Position descriptions should contain major duties, which occupy 10% or more of the work of the position. The Pdwriter system will accommodate up to 15 different duty statements, which should be more than enough to properly describe the major duties of a position. If you attempt to choose more than 15 statements, combining several different series, the system will suffer the ADP equivalent of a nervous breakdown and you will have to start over from scratch.

GS-2010

Inventory Management Specialist - Page 1

Work Covered:

This series covers positions where the primary purpose is the performance of technical work in managing, regulating, coordinating or otherwise exercising control over supplies, equipment or other material. Control relates to any one or more phases of material management from initial planning, including provisioning and requirements determination, through acquisition and distribution, up to ultimate issue for consumption, retention, or disposal.

Three distinct type of positions are covered by this series: material management, material coordination, and staff positions. Material management and material coordination work are covered by these menus. Staff positions are varied in nature, and represent a small population of the overall population, so they are not included.

Menu **2010A** covers both material management and material coordination work at a single activity. Menu **2010S** covers this work which involves supply system wide material management and coordination.

Duty Options:

Menus **2010A** and **2010S** both provide the following duty options:

- A. Requirements determination
- B. Material distribution
- C. Procurement authorization
- D. Disposal
- E. Control of repairables
- F. Supply support/Program support

[Continued on next page]

GS-2010

Inventory Management Specialist - Page 2

- G. Material support coordination
- H. Central point of contact
- I. Monitoring/analysis of funding
- J. Meetings/conferences
- K. Serving as team leader
- L. Conducts provisioning

Evaluation Data:

The authorized title for positions in this series is **Inventory Management Specialist**. Positions meeting the OPM definition of supervisor are titled **Supervisory Inventory Management Specialist**. Possible full performance work at the activity level includes the GS-7 and GS-9 levels. Systemwide inventory management work ranges from GS-7 to GS-12. Work shown as "Typical of various levels" is not typically grade controlling. If most of the work falls below the GS-7 level the position is probably a **Supply Technician**; see menus **2005F** and **2005S**. This series is covered by narrative classification standards, and any other work covered by narrative standards has been considered in the automated evaluation.

Position descriptions should contain major duties, which occupy 10% or more of the work of the position. The Pdwriter system will accommodate up to 15 different duty statements, which should be more than enough to properly describe the major duties of a position. If you attempt to choose more than 15 statements, combining several different series, the system will suffer the ADP equivalent of a nervous breakdown and you will have to start over from scratch.

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Appendix B

Federal Wage System Series Information Sheets

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WG-2602 Electronic Measurement Equipment Mech - Page 1

Work Covered: Work on electronic test, measurement and reference equipment, or lower level support work to employees in the trade. This includes troubleshooting, repairing, modifying, overhauling, testing, installing, calibrating and certifying electronic test, measurement and reference equipment, instruments and consoles used for precise measurement of electrical and electronic values, quantities and relationships.

Work Not Covered: Jobs primarily involving operating test equipment to repair and maintain ground, airborne or marine equipment are covered by the Electronics Mechanic menu, number 2604, or the Electronic Integrated Systems Mechanic menu, number 2610. Repair and maintenance of predominantly mechanical, electrical, and/or pneumatic instruments or test equipment is covered by the Instrument Mechanic menu, number 3359.

- Duty Options:**
1. **Electronic Measurement Equipment Mechanic Helper, WG-2602-05.** Employee assists an Electronic Measurement Equipment Mechanic by performing the simpler and more routine duties of the trade.
 2. **Electronic Measurement Equipment Mechanic, WG-2602-10.** Employee troubleshoots, repairs, overhauls, modifies, tests, and calibrates a variety of portable or installed electronic test equipment, usually self-contained and functionally independent, in accordance with established techniques and procedures.

[Continued on next page]

WG-2602 Electronic Measurement Equipment Mech - Page 2

3. Electronic Measurement Equipment Mechanic,
WG-2602-11. Employee troubleshoots, repairs, overhauls, modifies, tests, and calibrates a variety of standard and non-standard equipment, usually combined and interrelated with other equipment or collectively assembled to perform multiple electronic measurement functions, with minimum guidance.

4. Electronic Measurement Equipment Mechanic,
WG-2602-12. Employee maintains and calibrates unusually complex precision measurement equipment, instrument, and instrumentation systems, usually custom built, unconventional, or one-of-a-kind devices used in support of research, experimental, or testing activities, with a minimum of accompanying instructions.

WG-2604**Electronics Mechanic - Page 1**

Work Covered: Work on electronic equipment and systems, or lower level support work to employees in the trade. This includes installing, repairing, overhauling, fabricating, tuning, aligning, modifying, testing, and/or calibrating ground, airborne, and marine electronic equipment.

Work Not Covered: Jobs primarily requiring work on electronic test, measurement and reference equipment are covered by the Electronic Measurement Equipment Mechanic menu, number 2602. Work primarily involving integrated electronics systems, i.e., a number of sensing subsystems, one or more actuating subsystems, and a central data processing subsystem are covered by the Electronic Integrated Systems Mechanic menu, number 2610. Equipment or systems work predominantly including mechanical, electrical, pneumatic and hydraulic as well as electronic functions are covered by the Instrument Mechanic menu, number 3359.

Duty Options:

1. **Electronics Mechanic Helper, WG-2604-05.** Employee assists an Electronics Mechanic by performing the simpler and more routine duties of the trade.
2. **Electronics Worker, WG-2604-08.** Employee maintains and repairs equipment of limited complexity, such as subassemblies, circuit cards, and chassis.
3. **Electronics Mechanic, WG-2604-10.** Maintains, installs, and repairs moderately complex, self-contained equipment or components of systems, such as receivers, transmitters, closed-circuit TV, radar consoles.

[Continued on next page]

4. **Electronics Mechanic, WG-2604-11.** Maintains, installs, and repairs electronic equipment and complete operational systems, such as TACAN, autopilots, cryptographic equipment, switching centers.

5. **Electronics Mechanic, WG-2604-12.** Maintains, installs, overhauls, repairs, aligns, tests a variety of complex cryptographic systems, ashore and/or aboard ship. Work involves complete systems, where maintenance guidelines are not fully available and applicable.

6. **Electronics Mechanic, WG-2604-12.** Implements maintenance and repair procedures on major electronics systems, maintains prototype/experimental systems.

WG-2610 Electronic Integrated Systems Mechanic - Page 1

Work Covered: Work includes overhaul, installation, troubleshooting, repair, modification, calibration, and alignment of integrated electronic systems where the output of a number of sensor subsystems is integrated in a logic subsystem and the resultant used to modify the operation of the total system. Examples include fire control, flight/landing control, automatic test equipment, flight simulators, bombing-navigation, and electronic warfare or multiple integrated electronic systems composed of several of these systems which are closely interrelated and interdependent.

Work Not Covered: Work which involves installing, maintaining, and repairing ground, airborne, and marine electronic equipment such as radar, sonar, radio, etc., which are not part of an integrated system, is covered by the Electronics Mechanic menu, number 2604. Repair and calibration of precision electronic measurement and reference equipment is covered by the Electronic Measurement Equipment Mechanic menu, number 2602.

Duty Options: 1. **Electronic Integrated Systems Mechanic, WG-2610-12.** Troubleshoots, repairs, overhauls, modifies, and tests ground, shipboard, or airborne electronics systems composed of a number of individual subsystems which are interrelated and connected in order to accomplish a specific objective. Examples are fire control, ballistic missile control, missile guidance, bombing-navigation.

[Continued on next page]

2. Electronic Integrated Systems Mechanic, WG-2610-13. Troubleshoots, develops repair procedures, repairs, modifies, and aligns multisystem complexes consisting of several complete integrated systems where the complex accomplishes a number of major functions. Also may construct, operate, and repair prototype or experimental systems typical of the WG-12 level.

The following definitions apply to work in this series:

Integrated System or System: An item composed of a number of subsystems in which the output of the sensor subsystems is integrated in a logic subsystem and the resultant used to modify the operation of the sensor subsystems and actuator subsystems in response to the internal as well as external conditions.

Multiple Integrated System or Multisystem Complex: An item composed of a number of integrated systems. Since the design objective is so broad, complex, and varying and the necessary data inputs are so varied, multipurpose and affected by possible internal and external changes of conditions, the outputs of the integrated systems must be further combined in an electronic logic device which can automatically select the necessary data, evaluate the influence of the data on the objective or objectives, issue control impulses, and monitor performance of the affected integrated systems.

WG-2805**Electrician - Page 1**

- Work Covered:** This series covers the installation, maintenance, and repair of electrical wiring systems, fixtures, controls, and equipment, requiring knowledge and application of electrical principles, materials, and safety standards.
- Work Not Covered:** Jobs involving primary distribution systems, power generation equipment, and aircraft electrical systems are not covered by this occupation. Use the Electrician (High Voltage) menu, number 2810, for work in primary distribution systems. The Aircraft Electrician menu, number 2892, covers aircraft electrical work.
- Duty Options:**
1. **Electrician Helper, WG-2805-05.** The employee assists a journeyman, e.g., hand tools and materials, pulls and pushes wire, drills holes, etc.
 2. **Electrical Worker, WG-2805-08.** The employee works with EXISTING lighting fixtures, power fixtures, and/or fire alarm components and assemblies.
 3. **Electrician, WG-2805-10.** The employee plans, lays out, and works on NEW and existing fire alarm SYSTEMS.
 4. **Electrician, WG-2805-10.** The employee plans, lays out, and works on NEW and existing electrical power SYSTEMS, e.g., secondary distribution lines, distribution panels, high intensity lighting systems, etc.

[Continued on next page]

WG-2805

Electrician - Page 2

5. **Electrician, WG-2805-11.** Located at an RDT&E activity, the employee troubleshoots/overhauls/maintains complete complex electrical/electronic control and power systems of test facilities.

WG-2810**Electrician (HV) - Page 1**

- Work Covered:** This series covers the installation, test, repair and maintenance of electric power plant and/or overhead and underground primary electrical distribution systems. Work requires knowledge and application of electrical principles, procedures, and safety standards which apply to systems above 550 volts.
- Work Not Covered:** Jobs involving electrical wiring systems and secondary distribution lines, and aircraft electrical systems are not covered by this occupation. Use the Electrician menu, number 2805, for work in secondary distribution systems. The Aircraft Electrician menu, number 2892, covers aircraft electrical work.
- Duty Options:**
1. **Electrician (High Voltage) Helper, WG-2810-05.** The employee assists a journeyman, e.g., hand tools and materials, pulls and pushes wire, drills holes, etc.
 2. **Electrical Worker (High Voltage), WG-2810-08.** The employee performs routine maintenance and repair of high voltage components and equipment, e.g., switches, circuit breakers, etc.
 3. **Electrician (High Voltage), WG-2810-10.** The employee works with complete power generating, controlling, and distribution systems, e.g., transformers, rotary converters and generators.
 4. **Electrician (High Voltage), WG-2810-10.** The employee works with complete primary distribution systems and equipment, e.g., main transmission lines and associated equipment.

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WG-2892**Aircraft Electrician - Page 1**

- Work Covered:** This series covers troubleshooting, installation, testing, modification, and repair of electrical systems and equipment on aircraft and aircraft training devices.
- Work Not Covered:** Jobs involving assembling, disassembling, modifying, repairing, reworking, and testing individual components of aircraft electrical systems, where significant knowledge of component relationships and their functions in the major end item is not required, are not covered by this series. For conventional electrician duties use the Electrician menu, number 2805.
- Duty Options:**
1. **Aircraft Electrician Helper, WG-2892-05.** The employee assists journeyman workers by performing the simpler and more routine duties of the trade.
 2. **Aircraft Electrical Worker, WG-2892-08.** The employee works below the journeyman level performing a limited range of functions, such as making repairs that can be accomplished by removing, replacing, tightening, splicing, soldering and insulating defective wiring, controls, equipment, and fixtures such as burned out switches and relays.
 3. **Aircraft Electrician, WG-2892-10.** The employee troubleshoots, overhauls, repairs, modifies, and tests aircraft electrical systems, equipment and accessories. Disassembles, makes repairs, replaces parts, incorporates modifications, and makes ready for testing. Sets up and conducts tests, making necessary adjustments.

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WG-3359**Instrument Mechanic - Page 1**

- Work Covered:** Work on mechanical, electrical, and/or pneumatic instruments and equipment, or lower level support work to employees in the trade. This includes installing, repairing, overhauling, troubleshooting, modifying, testing and/or calibrating airborne, marine, industrial, and precision measurement instruments and equipment.
- Work Not Covered:** Work primarily involving electronic equipment which predominantly requires knowledge of electronic principles is covered by the Electronics Mechanic menu, number 2604. Work primarily involving electronic test, measurement, and reference equipment is covered by the Electronic Measurement Equipment Mechanic menu, number 2602. Work primarily involving optical instruments is covered by the Optical Instrument Repairer menu, number 3306.
- Duty Options:**
1. **Instrument Mechanic Helper, WG-3359-05.** Employee assists a journeyman by performing the simpler and more routine duties of the trade.
 2. **Instrument Worker, WG-3359-08.** Employee performs standard repair and functional checkout on components and devices of instruments performing limited functions.
 3. **Instrument Mechanic, WG-3359-10.** Employee installs, overhauls, repairs, maintains, and calibrates a variety of standard design instruments, standards, and equipment.

[Continued on next page]

WG-3359

Instrument Mechanic - Page 2

4. **Instrument Mechanic, WG-3359-11.** Employee installs, repairs, overhauls, maintains, and calibrates the most complex integrated instruments, standards, and equipment. This equipment is typically combined and interrelated with other instruments, sensors, controls, etc. as part of a larger system.

WG-3414**Machinist - Page 1**

- Work Covered:** Work involved in the manufacture and repair of parts and items of equipment or lower level support work to employees in the trade. This includes planning and laying out the work, selecting the machine and attachments to use, and operating the machine to fit, finish, and assemble machined parts and equipment. Machines metals, metal alloys, and other materials.
- Work Not Covered:** Work involving only operation of machine tools is covered by the Machine Tool Operator menu, number 3431, which is not currently automated. Work involving the fabrication, manufacturing, reconditioning, and repairing of tools, jigs, fixtures, dies, punches, and gages used in the manufacture, overhaul, and repair of equipment is covered by the Toolmaker menu, number 3417.
- Duty Options:**
1. **Machinist Helper, WG-3414-05.** Employee assists a journeyman by performing the simpler and more routine duties of the trade.
 2. **Machinist, WG-3414-10.** Based on detailed blueprints or drawings, the employee plans the work and operates most types of conventional machine tools to manufacture parts and items from raw stock or manufactures castings, forgings, weldments, etc.
 3. **Machinist, WG-3414-11.** Based on incomplete blueprints or drawings, the employee manufactures parts, castings, forgings, etc., that normally requires adaptation of conventional machine tools or the use of nonconventional or specialized machine tools. Items have unusual or compound angular relationships that require the employee to develop innovative setups, techniques, and tooling.

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WG-3502**Laborer - Page 1**

- Work Covered:** This series covers work which requires mainly physical abilities and effort and involves little or no specialized skill or prior work experience.
- Work Not Covered:** Work which is janitorial in nature is covered by the Custodial Worker menu, which is number 3566.
- Duty Options:**
1. **Laborer, WG-3502-01.** The employee performs work which is limited to the performance of manual tasks normally requiring use of simple hand tools and involving lifting or carrying 10-30 lbs.
 2. **Laborer, WG-3502-02.** The employee performs work which requires the use of common hand tools and simple power equipment requiring no special skills. It requires frequent lifting and carrying objects weighing up to 40 lbs.
 3. **Laborer, WG-3502-03.** The employee performs work which requires the operation, control and cleaning of heavy power equipment. and frequent lifting and moving of objects weighing over 50 lbs.
 4. **Laborer, WG-3502-03.** The employee performs work which does not involve the skills needed in option 3, but does require CONSTANT lifting and moving of 80-100 lb. or heavier objects.

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WG-3566**Custodial Worker - Page 1**

Work Covered: This series covers janitorial or custodial work, such as sweeping, scrubbing, and waxing floors, washing windows and walls, dusting and polishing furniture, and emptying waste cans. Work is done by hand or with power equipment. The work setting may be an office or an industrial area.

Work Not Covered: Jobs which involve unskilled manual labor that does not involve custodial functions are covered by the Laborer menu, which is number 3502.

- Duty Options:**
1. **Custodial Worker, WG-3566-01.** The employee performs work which is limited to a variety of cleaning tasks which require light physical effort and involve the use of hand or lightweight powered cleaning equipment.
 2. **Custodial Worker, WG-3566-02.** The employee performs work which requires a variety of cleaning tasks which require the ability to use heavy powered equipment and to do minor maintenance on this equipment.
 3. **Custodial Worker, WG-3566-02.** The employee performs the full range of cleaning duties in an assigned area (building, hospital ward, etc.), following general instruction on the work to be done.
 4. **Custodial Worker, WG-3566-02.** The employee performs cleaning tasks in an industrial shop area which requires occasional lifting of objects weighing over 50 pounds and extreme care to avoid serious injuries from machinery.

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WG-3610**Insulator - Page 1**

Work Covered: This series covers fabrication and installation of a variety of insulating materials on tanks, boilers, turbines, pumps, pipes, valves, ducts and other structures to reduce heat loss or absorption, prevent moisture condensation, or reduce sound levels.

- Duty Options:**
1. **Insulator Helper, WG-3610-05.** The employee assists journeyman by performing the simpler and more routine duties of the trade, e.g., hand tools, takes simple measurements.
 2. **Insulating Worker, WG-3610-08.** The employee measures, cuts, trims, fits, and follows detailed oral or written procedures to install a variety of prefabricated insulating blocks, pads, sheets, or molded, cement, or plaster forms of insulating materials such as fiberglass, magnesia, unibestos, and unicellular foam on the regular shaped surfaces of structures which have predominantly straight runs and surfaces and regular curves.
 3. **Insulator, WG-3610-10.** The employee selects materials and equipment, plans, develops, and lays out patterns, follows blueprints, drawings, and other specifications to cut, form, join, assemble, and independently install all types of insulating materials on structures which have straight and curved surfaces, and irregular curves and planes.

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WG-3610**Insulator - Page 2**

4. **Insulating Worker, WG-3610-08.** The employee works aboard submarines, surface ships, or inside a shop environment. Work involves a limited range of lay out, prefabrication, fabrication and installation of insulating materials on boilers, pipes, valves, tanks, pumps, refrigeration units, ventilation ducts and other structures. The employee works independently on routine jobs or assists higher level workers on complicated jobs.

5. **Insulator, WG-3610-10.** The employee works aboard submarines, surface ships, or inside a shop environment. Work involves the full range of lay out, prefabrication, fabrication and installation of insulating materials on boilers, pipes, valves, tanks, pumps, refrigeration units, ventilation ducts and other structures.

WG-3703**Welder - Page 1**

- Work Covered:** This series covers welding work, or lower level support work to employees in the field. This includes manufacturing, repairing, modifying, rebuilding, and assembling various types of structures such as buildings, aircraft and ships. The work requires a practical knowledge of electric, gas, and other welding processes such as electron beam welding.
- Work Not Covered:** Jobs involving cutting metal by hand or machine are covered by menu 3702, Flame/Arc Cutting. Installing lead fixtures is covered by menu 3716, leadburning. If the job's primary work is joining metal parts and surfaces using brazing techniques use the Brazing and Soldering menu, number 3720. Metal forging is covered by menu 3802.
- Duty Options:**
1. **Welder Helper, WG-3703-05.** The employee assists a journeyman by performing the simpler and more routine duties of the trade.
 2. **Welding Worker, WG-3703-08.** The employee applies a limited number of specific welding processes to perform the less difficult duties of the trade.
 3. **Welder, WG-3703-10.** The employee performs journeyman level welding in a public work environment.
 4. **Welder, WG-3703-10.** The employee performs journeyman level welding on aircraft and related equipment.

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5. **Welder, WG-3703-10.** The employee performs journeyman level welding on the nuclear components of ships and their related components.

6. **Welder, WG-3703-10.** The employee performs journeyman level welding on ships and their related equipment.

7. **Welder, WG-3703-11.** The employee applies advanced level knowledges and skills in order to perform the most meticulous welds on ships, submarines, and their related equipment. Such welding is typically experimental in nature or critical to systems with extreme operating requirements. These welds must meet critical tolerances and high standards of destructive and nondestructive testing procedures. The employee may be required to weld equipment and structures requiring nuclear certification.

WG-3806**Sheet Metal Mechanic - Page 1**

- Work Covered:** This series covers sheet metal mechanic work, or lower level support work to employees in the field. This includes fabricating, modifying, repairing, assembling, and installing sheet metal parts, items, and assemblies. This includes aircraft sheet metal work.
- Work Not Covered:** Jobs involving repair of structural metal parts of ships are covered by the Shipfitter menu, number 3820. If the work primarily involves operation of sheet metal forming machines, use the Metal Forming Machine Operation menu, number 3869.
- Duty Options:**
1. **Sheet Metal Mechanic Helper, WG-3806-05.** The employee assists a Sheet Metal Mechanic by performing the simpler and more routine duties of the trade.
 2. **Sheet Metal Mechanic Helper, WG-3806-05.** The employee assists a Sheet Metal Mechanic (Aircraft) by performing the simpler and more routine duties of the trade.
 3. **Sheet Metal Worker, WG-3806-08.** The employee performs a limited range of functions, such as constructing or installing items that have predominantly straight and regular curves.
 4. **Sheet Metal Mechanic, WG-3806-10.** The employee plans, constructs, and installs items and systems which have combined straight and curved edges or irregular curves and planes.

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5. Sheet Metal Mechanic (Aircraft), WG-3806-10. The employee plans, constructs, and installs items and systems on aircraft which have combined straight and curved edges or irregular curves and planes.

6. Sheet Metal Mechanic, WG-3806-11. The employee constructs and installs irregular, unconventional, one-of-a-kind items and systems.

WG-3808**Boilermaker - Page 1**

Work Covered: This series covers boilermaker work, or lower level support work to employees in the field. This includes modification, fabrication, repair, assembly, and installation of boilers, tanks, condensers, uptakes, stacks, other pressure vessels, and similar structures of heavy-gauge metal plate.

Work Not Covered: If the work primarily involves the fabrication and repair of sheet metal parts, items, and assemblies, use Sheet Metal Mechanic menu, number 3806. If the work primarily involves the modification, fabrication, repair, assembly, and installation of other metal structural parts of ships and other vessels, use the Shipfitter menu, number 3820. If the work primarily involves the installation, maintenance, and repair of heating systems (which include boilers), heaters and furnace, use the Heating and Boiler Plant Equipment Mechanic menu, number 5309, which is not currently automated.

- Duty Options:**
1. **Boilermaker Helper, WG-3808-05.** The employee assists a Boilermaker by performing the simpler and more routine duties of the trade.
 2. **Boilermaking Worker, WG-3808-08.** The employee performs the lesser operations, or to a limited degree, the general operations of the trade. These operations do not require the full knowledge and skill of the trade.
 3. **Boilermaker, WG-3808-10.** The employee fabricates, assembles installs, removes, repairs, modifies and tests fired and unfired pressure vessels and associated components in stationary power plant boilers, supercharged steam generators, nuclear steam generators and associated reactor plant components, condensers and tanks.

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WG-3820**Shipfitter - Page 1**

- Work Covered:** This series covers shipfitting work. This includes modification, fabrication, repair, assembly, and installation of various metal parts of ships and other vessels. The work may also involve developing templates, molds, and patterns for use in the fabrication of structural parts.
- Work Not Covered:** Jobs involving fabrication of sheet metal parts are covered by the Sheet Metal Worker menu, number 3806. Fabrication of boilers is covered by the Boilermaking menu, number 3808.
- Duty Options:**
1. **Shipfitting Helper, WG-3820-05.** The employee assists a journeyman by performing the simpler and more routine duties of the trade, e.g., hands tools, sands, etc.
 2. **Shipfitting Worker, WG-3820-08.** The employee applies a limited number of specific shipfitting processes to perform the less difficult duties of the trade.
 3. **Shipfitter, WG-3820-10.** The employee performs journeyman shipfitting work, primarily on board ships or on submarines.
 4. **Shipfitter, WG-3820-10.** The employee performs journeyman shipfitting work, primarily in a mold loft.
 5. **Shipfitter, WG-3820-10.** The employee performs journeyman shipfitting work, primarily in shop fabrication facilities.
 6. **Shipfitter, WG-3820-10.** The employee performs journeyman shipfitting work in shop fabrication facilities, on board ships, and/or on board submarines.

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WG-4102**Painter - Page 1**

Work Covered: This series covers application of coating materials, e.g., paint, varnish, lacquer, shellac, epoxy resin, teflon, etc., on wood, metal, glass, concrete, and other surfaces. The work is done with brushes, rollers, spray guns, etc., on the inside and outside of buildings, aircraft, vessels, furnishings, machinery, etc.

Work Not Covered: Jobs involving using coating materials to refinish the dials of instruments and gauges or to make signs are not covered by this occupation. Sign painting is covered by the Sign Painter menu, number 4104.

- Duty Options:**
1. **Painter Helper, WG-4102-05.** The employee assists a journeyman, e.g., sets up equipment, hands tools and materials, holds ladders.
 2. **Painting Worker, WG-4102-07.** The employee utilizes standard coating methods and common painting tools, e.g., brushes, rollers, spray guns to perform painting tasks.
 3. **Painter, WG-4102-09.** The employee paints interior and exterior structures, equipment, furnishings, athletic fields, airfields and streets.
 4. **Painter, WG-4102-09.** The employee uses common and special painting methods and materials to paint entire aircraft and components.
 5. **Painter, WG-4102-09.** The employee uses common and special coating methods to paint ships, submarines, small craft, buildings, etc.

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WG-4204**Pipefitter - Page 1**

- Work Covered:** This series covers pipefitting work, or lower level support work to employees in the field. This work includes the installation, maintenance, and repair of high-temperature water and high- pressure piping systems such as hydraulic, nitrogen, oxygen, steam heating, and steam-generating systems.
- Work Not Covered:** Jobs involving the installation and repair of utility, supply and disposal systems (such as sewage and water systems), and fixtures and equipment such as water closets, tubs, showers, and fire extinguisher systems are covered by the plumber menu, number 4206. The installation of pipe insulation materials is covered by the insulating menu, number 3610.
- Duty Options:**
1. **Pipefitter Helper, WG-4204-05.** The employee helps the journeyman Pipefitter by performing the simpler and more routine duties of the trade.
 2. **Pipefitting Worker, WG-4204-08.** The employee applies a limited number of specific pipefitting processes to perform the less difficult duties of the trade.
 3. **Pipefitter, WG-4204-10.** The employee applies journeyman level skills in order to fit pipe primarily on board ships and submarines, or in shop fabrication for shipboard piping.
 4. **Pipefitter, WG-4204-10.** The employee applies journeyman level skills in order to fit pipe in a shipyard or ship repair facility in support of, or in place of the internal systems of vessel's needing dockside utilities.

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5. **Pipefitter, WG-4204-10.** The employee applies journeyman level skills in order to fit pipe as a part of public works function. Work may involve internal piping systems of buildings and/or utilities distribution systems.

WG-4206**Plumber - Page 1**

- Work Covered:** This series covers the installation, modification, and repair of utility, supply and disposal systems, fixtures, fittings and equipment. Typical are sewage, water, gas, and oil lines, compressed air, vacuum, and acid systems, water closets, water heaters, hydrants, valves, and pumps.
- Work Not Covered:** Jobs involving the installation, maintenance and repair of high-temperature water and high-pressure piping systems such as hydraulic, nitrogen, oxygen, steamheating, and steam-generating systems are not covered by this occupation. For this type of work use the Pipefitter menu, number 4204.
- Duty Options:**
1. **Plumber Helper, WG-4206-05.** The employee assists a journeyman by performing the simpler and more routine duties of the trade, e.g., hands tools, holds wrenches, etc.
 2. **Plumbing Worker, WG-4206-07.** The employee makes repairs that can be accomplished by removing, cleaning, replacing, packing, and sealing defective parts of utility, supply and disposal systems, such as dirty traps, sections of pipe and tile, and leaky drains. Work includes hooking up equipment to installed systems, such as water heaters and disposal units.
 3. **Plumber, WG-4206-09.** The employee installs, modifies, and repairs new and existing systems, such as sewage, water, oil, and gas distribution systems, and toilets, tubs, fire sprinkler systems, and showers.

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WG-4604**Wood Worker - Page 1**

Work Covered: This series covers jobs which involve making, installing, and repairing supply, shipping, materials handling, and storage items such as boxes, crates, pallets, gates, dividers, and storage bins, from wood or wood substitutes.

Work Not Covered: Jobs primarily involving construction, alteration, and repair of buildings and structures are covered by the Carpenter menu, number 4604. Making furniture and finely finished cabinets is covered by the Wood Crafter menu, number 4605.

- Duty Options:**
1. **Wood Worker, WG-4604-05.** The employee makes and repairs standard sized supply, shipping, and storage items from wood and wood substitutes. Construction is based upon complete construction plans.
 2. **Wood Worker, WG-4604-07.** The employee makes and repairs various sized supply, shipping, and storage items from wood and wood substitutes. Items constructed often lack exact measurements or complete patterns.
 3. **Wood Worker, WG-4604-08.** The employee makes and repairs supply, shipping, and storage items from wood and wood substitutes when custom building is required. Work may require the improvising and constructing of special jigs and fixtures.

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WG-4605**Wood Crafter - Page 1**

Work Covered: This series covers work making or repairing high-grade wooden items, e.g., fine cabinetry and furniture, for use in offices, airplanes, ships, medical areas, etc. This work requires extensive knowledge of the appearance, durability, and machining characteristics of a wide range of wood and wood substitutes.

Work Not Covered: Jobs involving making, repairing, and assembling boxes, crates, and containers, and constructing, altering, and repairing buildings, structures, fittings, panels, partitions, and other similar wood or wood substitute articles are not covered by this occupation. Use the Wood Worker menu, number 4604, for jobs which involve assembling boxes and crates, or the Carpenter menu, number 4607, for carpentry work.

Duty Options: 1. **Wood Crafter, WG-4605-10.** The employee makes and repairs high-grade wooden furniture and fine cabinetry. The work requires precise joining, decorating, and extensive knowledge of a wide range of wood and wood substitutes.

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WG-4607**Carpenter - Page 1**

- Update Notice:** The recently released OPM classification standard for this series was not included in this issuance of Pdwriter. Pdwriter can still be used to create a position description, but the classification of the position should be verified against the latest OPM classification standard.
- Work Covered:** This series covers carpentry work, or lower level support work to employees in the field. This includes constructing, altering, and repairing buildings, structures, fittings, panels, partitions, and other wood or wood substitute articles.
- Work Not Covered:** Jobs involving making, repairing, and assembling boxes, crates, and containers, crate, block and brace, making cabinets, or operating woodworking machinery are not covered by this occupation. Use the Wood Worker menu, number 4604, for jobs which involve assembling boxes and crates, or the Wood Crafter menu, number 4605, for cabinetmaking and woodworking machine operation.
- Duty Options:**
1. **Carpenter Helper, WG-4607-05.** The employee assists a journeyman by performing the simpler and more routine duties of the trade, e.g., hands tools, sands, etc.
 2. **Carpentry Worker, WG-4607-07.** The employee applies standard measurements and specifications to measure, cut and construct or repair wooden items where appearance is not essential, e.g., scaffolds, panels, bins, pallets, concrete forms.
 3. **Carpenter, WG-4607-09.** The employee builds, repairs, and alters wooden structures where structural soundness and/or appearance are important, e.g., window frames, inside walls, ceilings, framework, rough furniture, etc.

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4. **Carpenter, WG-4607-09.** In addition to the duties described in option 3, the employee builds a variety of specialized items, e.g., aircraft floorboards, jigs, aircraft cribbings, protective covers for engines.

WG-5026**Pest Controller - Page 1**

Work Covered: This series covers pest control work. This includes the control and prevention of insect pests (roaches, ants, etc.), vertebrate pests (rodents, birds, etc.), and plant pests such as weeds, plant diseases, and fungi. The work involves visual inspection for pests (or evidence of their presence), mixing and application of pesticides, and performance of other pest control procedures which require a knowledge of pests species, the ability to locate them, skill in the use and handling of toxic materials, and knowledge of pest control techniques.

Work Not Covered: Loading, unloading, and moving supplies and equipment, digging ditches, cutting and removing underbrush, and collecting infested materials are covered by the laborer menu, number 3502.

Duty Options:

1. **Pest Control Worker, WG-5026-07.** The employee performs hand baiting and setting of traps or application of general use dusts, sprays, or fogs to control common pests. The types of pesticides, procedures, and methods to be followed have been specified in detail by higher level employees.
2. **Pest Controller, WG-5026-09.** The employee works independently to control a wide variety of insect, vertebrate and plant pests including those not commonly recognized and often hard to find. Selects, mixes and applies restricted and general use pesticides.

[Continued on next page]

WG-5026**Pest Controller - Page 2**

3. Pest Controller, WG-5026-10. The employee is responsible for a complete facility pest control program at an installation which is too small to require a full time technical supervisor. This level includes significantly greater planning responsibilities than the previous level, and may include accomplishing work with the assistance of one or two lower level employees.

WG-5306**Air Conditioning Equipment Mechanic - Page 1****Work Covered:**

This series covers performance of air conditioning mechanic work, or lower level support work to employees in this field. This includes repair and modification of a variety of equipment and systems that achieve regulated climatic conditions. The work requires a knowledge of principles of air conditioning, and the skill to make repairs to a variety of air conditioning and cooling unit systems.

Work Not Covered:

Jobs involving only one kind of work on air conditioning systems, such as sheet metal work or electrical work, are covered by a different set of menu statements. Electrical work is covered by the Electrician menu, number 2805, for electrical work. The Sheet Metal Worker menu is number 3806.

Duty Options:

1. **Air Conditioning Equipment Mechanic Helper, WG-5306-05.** The employee helps the journeyman mechanic by performing the simpler and more routine duties of the trade.

2. **Air Conditioning Equipment Mechanic, WG-5306-08.** The employee installs, recognizes the cause of faulty equipment, and makes repairs on DOMESTIC and COMMERCIAL refrigeration and air conditioning units and systems.

[Continued on next page]

WG-5306**Air Conditioning Equipment Mechanic - Page 2**

3. Air Conditioning Equipment Mechanic, WG-5306-10. The employee installs, recognizes the cause of faulty equipment and makes repairs on COMMERCIAL and INDUSTRIAL systems that provide for a variety of refrigeration and air conditioning functions.

4. Air Conditioning Equipment Mechanic, WG-5306-11. The employee installs, recognizes the cause of faulty equipment, and repairs, modifies and relocates equipment on special- purpose refrigeration and air conditioning units and systems that are frequently modified to provide specific and critical conditions in laboratories, other experimental or test activities, or special-purpose facilities.

WG-5334**Marine Machinery Mechanic - Page 1****Work Covered:**

This series covers Marine Machinery Mechanic work, or lower level support work to employees in this field. This includes installation, repair, and maintenance of a wide variety of marine machinery, equipment and systems such as propulsion machinery, propellers, rudders, cargo handling machinery, and missile tube equipment on nuclear, and non-nuclear surface vessels, submarines, and other floating craft. The work requires a practical knowledge of the mechanical, hydraulic, and pneumatic systems and components of diverse marine machinery and their attachments.

Work Not Covered:

This series is appropriate for employees who work with a variety of marine machinery. Work with a particular type of equipment is probably covered by a different series. For example, work with marine electronic equipment is covered by the Electronics Mechanic menu, number 2614.

1. **Marine Machinery Mechanic Helper, WG-5334-05.** The employee helps the journeyman mechanic by performing the simpler and more routine duties of the trade.
2. **Marine Machinery Repairer, WG-5334-08.** The employee applies specific procedures to remove, repair, and install various types of marine machinery and equipment.
3. **Marine Machinery Mechanic, WG-5334-10.** The employee applies a variety of methods to layout install, align, troubleshoot, test and overhaul numerous types of marine machinery and equipment.

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WG-5402**Boiler Plant Operator - Page 1**

Update Notice: The recently released OPM classification standard for this series was not included in this issuance of Pdwriter. Pdwriter can still be used to create a position description, but the classification of the position should be verified against the latest OPM classification standard.

Work Covered: Operating boilers, either in a steam or high temperature water boiler plant, or individual boilers at several locations, or performing lower level support work to employees in the trade.

Work Not Covered: Work primarily involving the generation or distribution of electric power is covered by the Electric Power Controller menu, number 5407.

Duty Options: There are two selection screens on this menu. Screen A contains the following options.

1. **Boiler Plant Operator Helper, WG-5402-05.** The employee assists a WG-09 or higher level Boiler Plant Operator by performing the simpler and more routine duties of the trade.
2. **Boiler Tender, WG-5402-05.** The employee works alone as a roving operator of several low pressure boilers (up to and including 15 PSIG).
3. **Boiler Tender, WG-5402-06.** The employee works alone as a roving operator of several high pressure boilers (over 15 PSIG, but no one boiler exceeds 70,000 PSPH).

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4. Boiler Plant Operator, WG-5402-07. The employee operates high pressure boilers in a boiler plant which requires continuous attention of more than one operator (generally assigned a certain portion of a large plant).

Screen B contains the following options. In each case the employee operates all boiler plant equipment to produce and control the required steam or equivalent. The employee may be assisted by lower level employees.

1. Boiler Plant Operator, WG-5402-08. Plant capacity ranges from 3,450 to 13,999 PSPH.

2. Boiler Plant Operator, WG-5402-09. Plant capacity ranges from 14,000 to 99,999 PSPH.

3. Boiler Plant Operator, WG-5402-10. Plant capacity ranges from 100,000 to 399,999 PSPH (make sure you also consider option number 5, below).

4. Boiler Plant Operator, WG-5402-11. Plant capacity is 400,000 PSPH or more.

5. Boiler Plant Operator, WG-5402-11. Plant capacity ranges from 250,000 to 399,999 PSPH. In addition, one of the following conditions applies:

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(A) One or more boilers is usually operated at more than 1000 PSIG;

(B) The plant provides steam for the primary electric power source for the activity; or

(C) The plant provides steam or hot water for research, causing widely varying loads in the boiler plant.

PSIG stands for Pounds per Square Inch (Gauge).

PSPH stands for Pounds of Steam Per Hour. A pound of steam is equivalent to 1,000 British Thermal Units (BTUs).

Employees with regular shift responsibility for a whole plant may be eligible for an extra grade. See the classification standard for details.

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WG-5423**Sandblaster - Page 1**

- Work Covered:** Setting up, operating, and performing preventive maintenance on stationary and portable sandblasting equipment and machines used for cleaning metal and nonmetal surfaces.
- Work Not Covered:** Work primarily involving the operation of steam pressure equipment to clean automotive equipment and metal parts or operation mobile steam cleaners is covered by the Air Compressor Operating menu, number 5417. Work primarily involving the operation of shot peening machines to blast bent and twisted areas of parts to increase their resistance to fatigue cracks is covered by the Shot Peening Machine Operating menu, number 3769. Work primarily involving the operation of air compressors to supply compressed air for operation pneumatic tools and equipment, is covered by the Air Compressor Operating menu, number 5411.
- Duty Options:**
1. **Sandblaster, WG-5423-05.** Operates abrasive blasting equipment that is preset and requires only minor valve adjustments. Uses standard types of sandlike abrasives to process small or moderate size metal or nonmetal items.
 2. **Sandblaster, WG-5423-07.** Operates manually-set and movement-controlled types of blasting equipment. Uses varied amounts and mixtures of abrasive compounds to process a variety of aircraft, both exterior and interior, fixed and rotary wing, and aircraft components and parts.

[Continued on next page]

WG-5423

Sandblaster - Page 2

3. **Sandblaster, WG-5423-07.** Operates manually-set and movement-controlled types of blasting equipment. Uses varied amounts and mixtures of abrasive compounds to remove paint, tar, scale and rust from ship hull (bottom, sides and decks), tanks, and interior surfaces.

WG-5703**Motor Vehicle Operator - Page 1**

- Update Notice:** The recently released OPM classification standard for this series was not included in this issuance of Pdwriter. Pdwriter can still be used to create a position description, but the classification of the position should be verified against the latest OPM classification standard.
- Work Covered:** This series covers the operation of gasoline, diesel, or electric powered vehicles, which may be equipped with special purpose powered equipment. Cars, trucks, semi-trailers and similar vehicles are covered.
- Work Not Covered:** Jobs involving the operation of tanks or other tracked vehicles, earth moving and construction equipment, warehouse, industrial, and farm tractors, forklift trucks, and road sweepers, aircraft refueling vehicles, reclamation crash trucks, and aircraft towing equipment are not covered by this occupation.
- Duty Options:**
1. **Motor Vehicle Operator, WG-5703-05.** The employee operates vehicles weighing up to 7,000 pounds, having up to 4 forward speeds and up to 4 driving wheels, capable of carrying up to 1 ton or 10 passengers, and having basic driving controls.
 2. **Motor Vehicle Operator, WG-5703-06.** The employee operates vehicles weighing more than 7,000 and less than 22,000 pounds, with up to 5 forward speeds and up to 6 driving wheels, capability of carrying 1-4 tons or 10-20 passengers, and having basic driving controls.

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WG-5703**Motor Vehicle Operator - Page 1**

3. **Motor Vehicle Operator, WG-5703-07.** The employee operates vehicles with gross weight of 22,000 pounds or more, 6 or more forward speeds and 6 or more driving wheels, capability of carrying 4 or more tons or more than 20 passengers. Includes special purpose vehicles such as trash removal trucks.

4. **Motor Vehicle Operator, WG-5703-08.** The employee operates trucks or truck tractors with trailer or semi trailer coupled by use of fifth wheel or pintle hook which require brake connections.

WG-5704**Fork Lift Operator - Page 1**

Work Covered: This series covers the operation of electric, diesel, or gasoline powered fork lift trucks to move, stack and unstack, and load and unload materials in and about warehouses, storage areas, loading docks, and on and off railroad cars, trucks, and other vehicles.

- Duty Options:**
1. **Fork Lift Operator, WG-5704-05.** The employee operates electric, gasoline, or diesel powered fork lift trucks with capability to lift up to 10,000 pounds to a height of 168 inches. Operation of these fork lifts is primarily in confined spaces such as warehouses, buildings, railroad cars, and trucks where there are wood, concrete, or similar type floors.
 2. **Fork Lift Operator, WG-5704-06.** The employee operates electric, gasoline, or diesel powered fork lift trucks with capability to lift in excess of 10,000 pounds higher than 168 inches. Work is primarily performed in outside storage areas where terrain may be rough or muddy.

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WG-5725**Crane Operator - Page 1****Work Covered:**

This series covers crane operation. Employees operate cranes to lift, transport, and position materials, to dig and move earth, to drive pilings, or to destroy obsolete structures. These cranes have attachments such as hooks, magnets, piledrivers, demolition hammers, etc. The series cover work with bridge cranes, with a constant maximum lifting capacity and no boom, and boom cranes with varying maximum lifting capacities.

Duty Options:

1. **Crane Operator, WG-5725-07.** The employee operates bridge cranes to lift, transport, and position materials in open shop areas, warehouses, or outside storage facilities.
2. **Crane Operator, WG-5725-09.** The employee operates bridge cranes in confined shop areas where maneuverability is restricted and accuracy of placement is critical.
3. **Crane Operator, WG-5725-09.** The employee operates boom cranes in outdoor areas where maneuverability is not a major problem and accuracy of placement is not critical.
4. **Crane Operator, WG-5725-11.** The employee operates boom cranes in outdoor areas where obstructions limit the movement of the load, as well as the boom. Accuracy is critical.

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WG-5803**Heavy Mobile Equipment Mechanic - Page 1****Work Covered:**

This series covers the repair and modification of heavy mobile equipment, and the hydraulic, pneumatic, and mechanical systems on the equipment. The work requires knowledge of how parts and systems work, ability to detect faulty items, determine causes of malfunction, and determine repair methods, and ability to assemble, disassemble, repair, or modify components and systems.

Work Not Covered:

Jobs involving repair of vehicles whose major systems are similar to passenger cars and over-the-road trucks are covered by the Automotive Mechanic menu, number 5823. Servicing mobile equipment is covered by the Mobile Equipment Servicer menu, number 5806.

Duty Options:

1. **Heavy Mobile Equipment Mechanic, WG-5803-10.** Journeyman level repair, overhaul, and rebuilding of heavy mobile equipment, including major systems. May work on one or more complex systems.
2. **Heavy Mobile Equipment Mechanic, WG-5803-11.** Repair, overhaul, and rebuilding of complex heavy mobile equipment, with numerous and powerful interconnected systems. Work includes combining major systems into a complex assembly requiring difficult and unusually precise repairing, fitting and adjusting of moving parts, as well as improvising replacement, assembly, repair and troubleshooting techniques when standard procedures do not apply.

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WG-5806**Mobile Equipment Servicer - Page 1**

Work Covered: This series covers employees who service automotive and/or mobile equipment. Typical services include dispensing gasoline, checking fluid levels and tire pressures, inflating tires, washing cars, lubricating vehicles, installing simple accessory items, and changing and repairing tires and tubes.

- Duty Options:**
1. **Mobile Equipment Servicer, WG-5806-01.** The employee services vehicles with fuel and water, under close supervision, as requested by customers.
 2. **Mobile Equipment Servicer, WG-5806-03.** In addition to the above duties, checks oil, water and other fluid levels, adding fluid to correct levels as necessary.
 3. **Mobile Equipment Servicer, WG-5806-05.** In addition to the above duties, repairs tires, lubricates vehicles according to specifications, and replaces automotive accessories such as hoses and fan belts.
 4. **Mobile Equipment Servicer, WG-5806-06.** The employee services a wide variety of heavy mobile equipment, such as tanks, cranes, tractors, road graders, and loaders.

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WG-5823**Automotive Mechanic - Page 1**

Work Covered: This series covers maintenance and repair of combustion-powered automotive vehicles, over-the-road trucks, and comparable vehicles, such as passenger cars, pick-up trucks, buses, semitrailer truck tractors, warehouse tractors, etc.

Work Not Covered: Jobs involving maintenance and repair of heavy duty mobile equipment such as cranes, heavy duty construction and earth moving vehicles. For this work use menu 5803. Work such as checking fluid levels, inflating tires, lubricating vehicles, changing oil, and repairing tires is covered by menu 5806.

Duty Options:

1. **Automotive Worker, WG-5823-8.** The employee makes repairs that can be accomplished by cleaning, reinstalling, or replacing defective parts of components and systems such as fouled spark plugs, leaky wheel cylinders, corroded mufflers, and worn brakeshoes.
2. **Automotive Mechanic, WG-5823-10.** The employee makes repairs to major components and assemblies, such as engines, transmissions, and differentials, which require a knowledge of how all the components, assemblies, and parts fit together, knowledge of a wide variety of test procedures, and skill in tracing hard to locate defects or problems.

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WG-6904**Tools and Parts Attendant - Page 1**

Work Covered: Positions located in a stockroom, warehouse, or storage yard and which perform nonsupervisory work which involves receiving, storing, issuing, signing out, and checking in various tools, equipment, shop supplies, and repair parts to and from shop personnel such as machinists, carpenters, and automotive and aircraft mechanics. Work requires knowledge of the kinds of tools, parts, and equipment in stock, how to locate them, and an ability to identify and issue specific items requested by using personnel.

Work Not Covered: Work involving receiving, storing, and shipping bulk materials, supplies and equipment from or to other supply activities or units is covered by the Materials Handler menu, number 6907.

Duty Options:

1. **Tools and Parts Attendant, WG-6904-04.** The employee performs various regular and recurring tools and parts room receipt, storage, identification, issue, minor repair, and inventory tasks according to clear and specific instructions on where and how to do the work.
2. **Tools and Parts Attendant, WG-6904-05.** The employee receives, stores, and issues equipment, material, supplies, or tools, and maintains stock records in accordance with accepted stockroom methods, techniques, and procedures.

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3. Tools and Parts Attendant, WG-6904-06. The employee is responsible for independently operating a stockroom, warehouse, or storage yard for a trades operation including: determining work sequences, methods, procedures, and techniques for setting up and shifting storage locations; identifying and selecting for issue items described by users in terms of their intended usage and recommending possible substitutes and interchangeable items; and, determining when tools and equipment should be routed to appropriate shops for test, repair, or calibration.

WG-6907**Materials Handler - Page 1**

Work Covered: This series covers positions located in a freight terminal, warehouse, open storage area, or other similar bulk storage facility who perform nonsupervisory work involving receiving, storing, assembling for issue, and shipping a variety of supplies, materials and equipment. Work requires a knowledge of the methods used in: processing materials into the supply system, including tallying types and quantities of items against receiving and shipping documents; placing and arranging supplies in storage locations according to size, shape, weight, quantity, type, stock number, coding, and other storage factors; and, removing from storage and assembling for shipment or issue quantities, units of issue, and types of items shown in issue requests.

Work Not Covered: Positions involved in issuing, signing out, and checking in various tools and supply to mechanics are covered by the Tools and Parts Attendant menu, number 6904. Operating forklifts or similar equipment where warehousing knowledges are not required is covered by the Forklift Operator menu, number 5704. Work which combines WG-4 materials handling with higher level forklift operation is classified in the Forklift Operator series.

Duty Options: 1. **Materials Handler, WG-6907-04.** The employee assists higher graded workers by comparing markings and quantities on incoming items with those shown on receiving reports; placing, arranging, rotating, marking, and tagging items on pallets and in bin, bulk, or other storage locations; or, performing similar routine and repeated tasks.

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2. **Materials Handler, WG-6907-05.** The employee performs a wide range of warehousing activities, i.e., receiving, storage, or shipping. The employee handles the receipt of incoming shipments from the off-loading stages through movement of items to their storage area: selects proper storage locations and stores, stacks, and palletizes items: or, assembles items for shipment or issue and moves them to shipping area.

3. **Materials Handler, WG-6907-06.** The employee is responsible for handling or overseeing one or more product lines, or a segment of a large warehouse, assisting the supervisor in developing plans for storage and arrangement of stock in accordance with agency regulations. On own initiative, performs a full range of warehouse functions including consolidating materials to provide maximum space utilization and protection of materials.

4. **Materials Handler, WG-6907-06.** The employee serves as the senior nonsupervisory worker of a small warehouse and is responsible for the full range of warehouse functions. Lays out storage spaces, establishes item locations, determines organization and arrangement of stock, and identifies high and low usage items according to agency regulations and procedures.

WG-6910**Materials Expediter - Page 1**

- Work Covered:** Positions involved in routing and expediting the movement of parts, end items, supplies, and material within production and repair facilities to meet priority needs. The work requires knowledge of material characteristics, uses, condition, industrial production shop procedures, shop layout, and internal supply sources.
- Work Not Covered:** Work involving storing and issuing tools, test equipment, etc., with associated responsibility for routing items stored for repair or recalibration is covered by the Tools and Parts Attendant menu, number 6904. Work involving receiving, storing, and shipping bulk materials, supplies and equipment from or to other supply activities or units is covered by the Materials Handler menu, number 6907.
- Duty Options:**
1. **Materials Expediter, WG-6910-5.** Under the direction of a supervisor of higher-grade employee, the employee performs various routine control center operations requiring a limited knowledge of industrial shop facilities and routing procedures.
 2. **Materials Expediter, WG-6910-7.** The employee routes parts, assemblies, and other material into or out of industrial shop facilities, and expedites the movement of priority items and follows up on overdue material, keeping production controllers and work area supervisor informed of material status.

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WG-7404**Cook - Page 1**

- Work Covered:** This series covers employees who cook regular or special diet foods, including meats, fowl, fish and seafood; frozen, canned, dried, or fresh vegetables; measuring and mixing ingredients for soups, stews, sauces, and special dishes; adding seasoning to food; and regulating cooking temperatures.
- Work Not Covered:** Work which involves limited food preparation work, such as grilling or frying sausage, bacon, pancakes, and eggs to order, is covered by the Food Service Worker menu, number 7408.
- Duty Options:**
1. **Cook, WG-7404-05.** The employee performs a wide variety of simple cooking tasks without being told how to do the work, and without close review.
 2. **Cook, WG-7404-08.** The employee performs a full range of quantity cooking procedures including common or frequently used recipes and new or complex recipes. Work may include diet cooking (e.g., cooking low sodium or fat-free foods, etc.) when one item must be cooked a variety of ways.

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WG-7407**Meatcutter - Page 1**

Work Covered: This series covers employees who cut, trim, and remove bones from meat, usually whole carcasses, quarters or sides, and prepare and process fish and poultry. This includes cutting meat into steaks, roasts, etc., using powered equipment such as meat saws, slicers, grinders, and handtools.

Work Not Covered: Employees who cook meats, fowl, fish and seafood are covered by either the Cook menu, number 7404, or the Food Service Worker menu, number 7408.

1. **Meatcutter, WG-7407-05.** The employee is responsible for cutting, trimming, and boning meat, fish and poultry using handtools and operating powered meatcutting equipment. The employee receives instructions on work to be done and the tools and equipment that will be needed.

2. **Meatcutter, WG-7407-07.** The employee is responsible for cutting meat primals into retail cuts using power saws, grinders, cubing machines, slicers, hand knives and cleavers. He/She also prepares poultry and fish for retail sale. The employee receives assignments from Meatcutter Foreman or Meatcutter Leader. Recurring duties are performed independently.

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WG-7408**Food Service Worker - Page 1**

Work Covered: This series covers food service or simple food preparation, or a combination of both. This includes setting and waiting on tables, attending food counters, serving food, assembling trays for hospital patients, washing dishes, pots and pans, transporting food, equipment and supplies by manual or motorized carts, assisting in food preparation by cutting vegetables, making salads, etc.

Work Not Covered: A minor but regular part of the work in food preparation and food service areas involves cleaning such as sweeping, washing, mopping and buffing of the work areas. The Janitor menu, number 3566, covers employees primarily involved in cleaning. For employees who do a wide variety of cooking tasks, use the Cook menu, number 7404.

Duty Options: There are two menu screens. The first screen contains two options:

1. **Food Service Worker, WG-7408-01.** The employee performs simple manual tasks related to food service which are easily learned, involving light to moderate physical effort. Simple manual tasks requiring heavier physical exertion exceed this level.
2. **Food Service Worker, WG-7408-02.** The employee performs work which requires performance of several tasks or a sequence of tasks such as setting up or serving from food counters/serving lines, preparing simple food (sandwiches, tossed salads, coffee or tea) or operating dishwashing equipment based on a knowledge of prescribed procedures.

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The second screen contains the following options:

3. **Food Service Worker, WG-7408-03.** The employee performs work which requires a knowledge of special procedures in order to assist in all preparatory cooking, to combine pre-cooked or raw ingredients in the preparation of complex salads and other food products or to assemble food trays in a hospital based on a knowledge of basic diets.

4. **Food Service Worker, WG-7408-04.** The employee performs work which requires a knowledge of more responsible and special procedures such as performing a limited variety of basic cooking (grilling, frying etc.), checking food trays in a hospital for accuracy, preparing nourishments and supplemental feedings according to recipes or in an ingredient room, weighing and measuring ingredients according to complex recipes.

WG-8602**Aircraft Engine Mechanic - Page 1**

Work Covered: This series covers work involving the maintenance, troubleshooting, repair, overhaul, modification and test of aircraft turbine and reciprocating engines including related accessories.

Work Not Covered: Jobs involving the maintenance and repair of fixed and rotary wing aircraft systems, airframes, components and assemblies or the maintenance and repair of hydraulic, pneumatic, oxygen or fuel systems or the maintenance and repair of starters, compressors, generators or other ground support units. Some of these types of work review the Aircraft Mechanic menu, number 8852 or the Powered Support Systems Mechanic, menu number 5378, which is not currently automated.

- Duty Options:**
1. **Aircraft Engine Repairer, WG-8602-08.** The employee performs standard, routine disassembly and limited assembly operations of aircraft engines, engine assemblies and accessories.
 2. **Aircraft Engine Repairer, WG-8602-09.** The employee performs the full range of engine assembly including large and complex engines.
 3. **Aircraft Engine Mechanic, WG-8602-10.** The employee troubleshoots malfunctioning engines, determining degree of disassembly needed, repairing or replacing defective parts, making prescribed modifications, and making final adjustments including testing to achieve correct operation, considering the total engine system when troubleshooting or evaluating engine performance.

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WG-8852**Aircraft Mechanic - Page 1**

Work Covered: This series covers maintenance and repair of fixed and rotary wing aircraft systems, airframes, components, and assemblies.

Work Not Covered: Jobs involving the maintenance and repair of single aircraft systems, such as electrical or electronics systems, or work involving specialized aircraft work, such as propeller overhaul or engine rebuilding, are covered by other menus. Other menus that apply to aircraft work include Aircraft Electrician, number 2892, and Aircraft Engine Mechanic, number 8602.

- Duty Options:**
1. **Aircraft Mechanic Helper, WG-8852-05.** The employee assists a journeyman by performing the simpler and more routine duties of the trade, e.g., hands tools and cleans parts.
 2. **Aircraft Worker, WG-8852-08.** The employee repairs defective parts, components, and accessories by removing, replacing, cleaning, and reinstalling gaskets, couplings, fittings, gauges, etc.
 3. **Aircraft Mechanic, WG-8852-10.** The employee troubleshoots and repairs a variety of aircraft systems, assemblies, and surfaces.
 4. **Aircraft Mechanic, WG-8852-10.** In addition to the duties described in option 3, the employee must taxi and turn up fixed wing aircraft or engage the rotor heads on rotary wing aircraft.

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Appendix C

Installation Procedures

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- Part 1 - Installing Pdwriter on a Hard Disk**
- Part 2 - Installing Menus From Data Disks**
- Part 3 - Set Up After Installation**
- Part 4 - General Technical Information**
- Part 5 - Network Installation Information**
- Part 6 - Alphabetical Series Index**
- Part 7 - Numerical Series Index**

Part 1 -- Installing Pdwriter on a Hard Disk

The following instructions cover the installation of the Pdwriter system on an IBM PC compatible computer (such as the Zenith 248, IBM PC, IBM XT, IBM AT, and many other microcomputers).

System Requirements

A hard disk, or equivalent, is required for Pdwriter. Overall disk space requirements depend upon how many occupation data files are loaded on the hard disk. More information on disk space requirements is in Part 4 - General Technical Information. The operating system should be MS-DOS (PC-DOS) 3.0 or higher.

Installation

A batch file, **INSTALL.BAT**, is used to install Pdwriter on the hard disk. To install Pdwriter, turn on your computer and follow your usual procedure up to the point where you are at the system prompt (usually **C>** or **C:\>**). Place the Pdwriter program disk in the floppy disk drive. To install from drive A to drive C enter:

A: <ENTER>

INSTALL A C <ENTER>

Please notice that there are spaces between **INSTALL**, **A**, and **C** on the line above. If you are installing from or to drives other than **A** and **C**, substitute the appropriate letters for **A** and **C**. Now follow the prompts on the computer screen. The installation will create the directory **C:\PDW4**, and install Pdwriter in that directory.

DO NOT attempt to run Pdwriter directly from the program disk. DO NOT attempt to copy the program disk directly onto your hard disk. Pdwriter will not work unless the install procedure is followed. Why it will not work is covered under Part 4 - General Technical Information. When this part of the installation is complete, turn to Part 2 - Installing Menus From Data Disks to continue.

Part 2 -- Installing Menus From Data Disks

The Pdwriter occupation data files are contained in archived files on the data disks distributed with the system. The program **NEWMENU.BAT** allows you to extract the data files from the archives on the data disks. The following instructions cover this process.

Installation

Turn on your computer and follow your usual procedure up to the point where you are at the system prompt (usually **C>** or **C:\>**). Then change to the Pdwriter directory by entering the following command:

CD \PDW4 <ENTER>

Place the appropriate Pdwriter data disk in the floppy disk drive (parts 6 and 7 of this document list the available menus and the data disk that contains each one. Assuming that your floppy disk is drive A and your hard disk is drive C, install all of the data files from the floppy disk by entering the command:

NEWMENU <ENTER>

Examples of the options available include:

NEWMENU This command installs all menus from a floppy disk in drive A to hard disk drive C.

NEWMENU 318A This command installs only the data files for menu 318A from floppy disk drive A to hard disk drive C.

NEWMENU B D This command installs all menus from a floppy disk in drive B to hard disk drive D.

NEWMENU B D 318A This command installs only the data files for menu 318A from floppy disk drive B to hard disk drive D.

Please note that some series have more than one menu available. **DO NOT** attempt to copy the data disk onto your hard disk by using the DOS COPY command. Pdwriter will not work.

Part 3 -- Set Up After Installation

Pdwriter installation options were selected during the initial installation. To begin Pdwriter turn on your computer and follow your usual procedure up to the point where you are at the system prompt (usually C> or C:\>). Then change to the Pdwriter directory by entering the following command:

CD \PDW4 <ENTER>

Then start Pdwriter by entering the command:

PDW <ENTER>

When the program starts the first time the available menu list will be updated. When this is done press any key to go to the Main Menu. You are ready to use Pdwriter.

If you need to change any of the options from the set up press the letter **S**. When the Pdwriter Set Up Menu is displayed on the screen, you will be able to make any needed changes. Select **Q** to return to the Main Menu when you are finished. A Set Up Confirmation screen will allow you to confirm your changes and save them for future use. This completes the installation process.

Part 4 -- General Technical Information

The following technical information covers custom installation situations and possible problem areas. This information assumes a working knowledge of personal computers and the DOS operating system. If you are a computer neophyte, seek assistance from someone with this experience.

General Installation Details

Assuming the command line is **INSTALL A C**, a batch file on the Install Disk creates the directory **C:\PDW4**. It places several files in that directory from the Install Disk, including a batch file named **PDWSETUP.BAT**. It then runs **PDWSETUP.BAT**. This batch file extracts the Pdwriter program files from archived files on the Program Disk, placing them on the hard disk in the **C:\PDW4** directory. The program **PDWSETUP.FXP** then allows the user to configure the system. Most of the files on the Program Disk and the Install Disk are archived in a compressed format to conserve disk space, and will not work until they are restored to their normal size through this process.

Disk Drive Variations

To install the program on a different disk drive than drive C, modify the drive designations on the command line. The general format is **INSTALL <source> <destination>**. Only use the letter of the drive; do not use a colon after the drive letter. To install data files on a different disk drive than drive C, follow the directions in Part 2 - Installing Menus From Data Disks. If **NEWMENU** does not work for your installation, the following examples show how to use the archive extract utility **PKUNZIP** to install menus:

PKUNZIP A:*.ZIP To install all menus

PKUNZIP A:318A.ZIP To install menu 318A

Execute these commands from the **\PDW4** directory. Substitute the appropriate floppy disk drive for A, if you are installing from a drive other than drive A. Make sure you use the Set Up option from the Main Menu to update your system if you install occupation menus in this manner.

Disk Space Requirements

The Pdwriter program files will take up about 800 kilobytes of space on the hard disk. The data files take anywhere from 2 kilobytes to over 100 kilobytes of space each.

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There are currently about 120 Pdwriter menus. If they are all installed they occupy between 7 and 8 megabytes of space. When you select **Update Menu List** from the Pdwriter Set Up menu, the system will display the total disk space used by files in the \PDW4 directory. We recommend that you select only the occupations you need unless space is no problem on the machine that you are using. The following information on data files will help you determine which files to delete if you need to remove menus to create additional space on the disk. Please read these instructions carefully so that you don't accidentally delete required files.

Data File Structure

Each menu is made up of two DOS files. These "data files" include a data base with a DBF extension and an index file with an IDX extension. The distribution disk contain the data bases. Pdwriter creates the indexes. In most cases the name of the data file is similar to the menu name the user enters to select an occupation menu. For example, the GS-318 series is covered by the following file and menu numbers:

| Archive Name: | Menu Number: | Database: | Indexes: |
|---------------|--------------|-----------|-----------|
| 318A.ZIP | 318A | S318A.DBF | S318A.IDX |
| 318B.ZIP | 318B | S318B.DBF | S318B.IDX |

All data file names begin with the letter **S**, and no other system file names begin with the letter **S**. If you print a directory for files which match **S*.*** you will have a complete listing of the data files that you have installed. The following sample command sorts the files and sends the output to the printer:

DIR S*.DBF | SORT > PRN

Batch File Operation

Pdwriter includes the file **PDW.BAT**, which starts the program. Most users will want to customize this batch file to best suit their computer's configuration. The **PDW.BAT** file distributed with the system contains the following command:

FOXPORRT PDW4 -T

This command starts the Multi-user FoxPro Run Time program and the **PDW4.FXP** program. We recommend that you move the **PDW.BAT** file to a directory in the path (typically where other batch files are located) and customize it accordingly. For example, if the directory **C:\BAT** is used for batch files, and located in the computer's

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Installation Procedures

search path, you could move the **PDW.BAT** file to the **C:\BAT** directory and make the following modification:

```
ECHO OFF
C:
CD C:\PDW4
FOXPRT PDW4 -T
CD C:\
CLS
```

Make sure that if you do this, you save the batch file as an ASCII file. If you do not know what an ASCII file is, get help.

Disk Space Conservation

Pdwriter uses an index file (**S*.IDX**) for each occupational data base. If the index file is not in the Pdwriter directory, it is created by the program. To save disk space on a stand alone system, include the following line:

```
DEL C:\PDW4\S*.IDX
```

in your batch file, as shown in the following modification of the earlier example.

```
ECHO OFF
C:
CD C:\PDW4
FOXPRT PDW4 -T
DEL C:\PDW4\S*.IDX
CD C:\
CLS
```

Pdwriter uses a temporary file named **ZZxxxxxx.DBF** ("x" could be any number) for creating position descriptions. This file is automatically deleted at the end of each session. If a session ends abnormally (due to a power failure or a program crash), the file will remain undeleted. Any file beginning with the letters "ZZ" can be safely deleted from the Pdwriter directory when Pdwriter is not running.

Part 5 -- Network Installation Information ¹

Installation should only be done by the network administrator. It is not overly complex, but it will require file location decisions and probably require modification of user menus. Pdwriter has been tested on several common networks (Novell, Banyan, and IBM) and should operate on other similar systems.

The minimum hardware requirements to run Foxpro/LAN are as follows: a computer supported by Foxpro/LAN Runtime (IBM-compatible PC); at least 480K of free memory at the work stations -- this is *after* the network shell has been loaded -- or 440K free with expanded memory that is LIM 4.0 compatible. A hard disk and expanded memory at each work station is recommended. (Neither is mandatory, but optimal performance is achieved when both are available.) Please take note that your particular choice of multi-user systems and networks may create additional hardware requirements. You should consult your network documentation for additional information regarding hardware specifications. Even though Pdwriter has been tested on several network systems, it may not run on your particular system if there is insufficient RAM at the work station.

Network software that supports the standard NETBIOS interface and is compatible with DOS 3.1 (or higher) is required. Most networks that are currently available meet these requirements. These include: 3Com 3+, Banyan Vines, IBM PC Network, Novell Advanced NetWare (revision 1.02 or higher), Novell Netware 286, Novell Netware 386, and others.

To install Pdwriter for network operation proceed with the normal installation process. You will be asked whether you are installing on a network or single user system. Respond with the letter **N** for network installation. The file **PDWSETUP.MEM** contains the Pdwriter configuration memory variables. One of these variables tells the system whether or not it is a network installation. **PDWSETUP.MEM** is created as a part of the installation process.

Network Operation

Each individual user will be asked to register as a new user the first time that he or she uses Pdwriter. Afterwards, a name and password are requested at the start of each session. This is the only difference between the single user and multi-user set

¹ The technical information in this section about Foxpro/LAN is from the Foxpro/LAN Users Guide.

up that is apparent to the user. This security measure is not intended to prevent unauthorized users from using the system. Its purpose is to install the correct system configuration for the user so that working files are placed in the correct directory. Typically the network user has a disk drive that is located on his or her own computer. By setting up Pdwriter to store files in this location you can reduce or eliminate problems with different users using the same file names. Normally the first thing a new network user should do is use the set up option to customize the file storage locations for his or her files. This information is stored in the file **PDWNETID.DBF** in the main PDW4 directory, so that each user can have a set up that works best for his or her needs.

MAKE SURE that the directories used as file storage locations actually exist. Pdwriter will not try to create directories on the user's computer. If an error message is displayed during operation that states a backup file can not be created, a directory probably does not exist.

Network Tips

For network installations the network administrator may want to install a standard system configuration for use by all network users. To do this the administrator should first install the system on the network as a single user system. By doing so the administrator can set up default directories for file locations. This initial installation will update the **PDWSETUP.MEM** file with your preferred default selections. After exiting from the set up process (at which point you should be at a DOS prompt in the PDW4 directory) type **PDWRESET**. **PDWRESET** is a batch file that will run the FoxPro program **PDWSETUP.FXP**. This takes you back through the last part of the set up process. At this point indicate that you are installing Pdwriter on a network. After exiting from this process you can proceed to install the occupation data files in your **PDW4** directory.

After installation is complete network, users can sign on and enter their names and passwords. They can also specify different file storage locations if appropriate. Their changes will be stored in a data base named **PDWNETID.DBF**. Users will not be able to change the system defaults (stored in the **PDWSETUP.MEM** file), only their own defaults. To modify system defaults the administrator should use **PDWRESET**, sign on as a single user, make any changes, and then use **PDWRESET** to return the system to network operation.

There is no built in capability to manage the contents of the **PDWNETID** data base. If changes are needed, two options are available. The first is to use FoxPro, dBase, or some other x-base program that allows you to interactively update the data base

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Installation Procedures

(PDWNETID.DBF). The second is to reinstall the data base file. To do this place the Install Disk in drive A, change to the PDW4 directory on your hard disk, and type:

PKUNZIP A:\SETUP1 -o PDWNETID.DBF

The network configuration can be used on stand alone systems if desired. This way, several users can have their own system configurations on the same computer.

Expanding Network Capabilities

The network operation of Pdwriter is a major change from the previous version (3.14g), which operated solely as a single user system. Creating the network version was complicated by the lack of a convenient network for testing. Several activities have assisted, which we greatly appreciate, and we have eliminated those problems which we were able to identify. We know from past experience that other problems are likely to arise. We would appreciate hearing all comments, good or bad, and we welcome any suggestions. Please feel free to write us at:

Office of Civilian Personnel Management
Pdwriter Program Manager (Code 04D4)
800 N. Quincy Street
Arlington, Virginia 22203-1998

Fax: (703)-696-5338

You may also call at: (703)-696-6779.

**Part 6 - Alphabetical
Series Index**

| Menu | Menu Title | Series | Disk |
|-------------|------------------------------|---------------|-------------|
| 510 | Accountant | GS-510 | 3 |
| 525 | Accounting Technician | GS-525 | 3 |
| 861A | Aerospace Engineer | GS-861 | 3 |
| 5306 | Air Conditioning Equip Mech | WG-5306 | 5 |
| 2892 | Aircraft Electrician | WG-2892 | 5 |
| 8602 | Aircraft Engine Mechanic | WG-8602 | 5 |
| 8852 | Aircraft Mechanic | WG-8852 | 5 |
| 808F | Architect | GS-808 | 3 |
| 511A | Auditor (External Auditing) | GS-511 | 3 |
| 511B | Auditor (Internal Auditing) | GS-511 | 3 |
| 5823 | Automotive Mechanic | WG-5823 | 5 |
| 5402 | Boiler Plant Operator | WG-5402 | 5 |
| 3808 | Boilermaker | WG-3808 | 5 |
| 560 | Budget Analyst | GS-560 | 3 |
| 561 | Budget Assistant | GS-561 | 3 |
| 4607 | Carpenter | WG-4607 | 5 |
| 810F | Civil/Structural Engineer | GS-810 | 3 |
| 203CA | Classification Assistant | GS-203 | 1 |
| 322 | Clerk Typist | GS-322 | 2 |
| 392 | Communications Clerk | GS-392 | 2 |
| 393 | Communications Specialist | GS-393 | 2 |
| 335 | Computer Clerk/Assistant | GS-335 | 2 |
| 334EA | Computer Equipment Analyst | GS-334 | 2 |
| 332 | Computer Operator | GS-332 | 2 |
| 334P | Computer Programmer | GS-334 | 2 |
| 334PA | Computer Programmer Analyst | GS-334 | 2 |
| 334CS | Computer Specialist | GS-334 | 2 |
| 334SA | Computer Systems Analyst | GS-334 | 2 |
| 1102 | Contract Specialist | GS-1102 | 4 |
| 7404 | Cook | WG-7404 | 5 |
| 5725 | Crane Operator | WG-5725 | 5 |
| 3566 | Custodial Worker | WG-3566 | 5 |
| 356 | Data Transcriber | GS-356 | 2 |
| 1710 | Education Specialist | GS-1710 | 4 |
| 1702 | Education and Training Tech. | GS-1702 | 4 |
| 850F | Electrical Engineer (Facil.) | GS-850 | 3 |

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Installation Procedures

| Menu | Menu Title | Series | Disk |
|-------------|------------------------------|---------------|-------------|
| 2805 | Electrician | WG-2805 | 5 |
| 2810 | Electrician (HV) | WG-2810 | 5 |
| 2610 | Electronic Integ. Sys. Mech. | WG-2610 | 5 |
| 2602 | Electronic Meas Equip Mech | WG-2602 | 5 |
| 2604 | Electronics Mechanic | WG-2604 | 5 |
| 856A | Electronics Tech (Air) | GS-856 | 3 |
| 203DA | Employee Devel. Ass'tant | GS-203 | 1 |
| 235 | Employee Development Spec | GS-235 | 1 |
| 203EA | Employee Relations Assistant | GS-203 | 1 |
| 230 | Employee Relations Spec | GS-230 | 1 |
| 802A | Engineering Tech (Air) | GS-802 | 3 |
| 260M | Equal Employment Manager | GS-260 | 1 |
| 260S | Equal Employment Specialist | GS-260 | 1 |
| 350 | Equipment Operator | GS-350 | 2 |
| 1670 | Equipment Specialist | GS-1670 | 4 |
| 305F | File Clerk | GS-305 | 2 |
| 081 | Firefighter | GS-081 | 1 |
| 7408 | Food Service Worker | WG-7408 | 5 |
| 5704 | Fork Lift Operator | WG-5704 | 5 |
| 5803 | Heavy Mobile Equipment Mech | WG-5803 | 5 |
| 1173 | Housing Management Spec. | GS-1173 | 4 |
| 896 | Industrial Engineer | GS-896 | 3 |
| 895 | Industrial Engineering Tech | GS-895 | 3 |
| 1150 | Industrial Specialist | GS-1150 | 4 |
| 3359 | Instrument Mechanic | WG-3359 | 5 |
| 3610 | Insulator | WG-3610 | 5 |
| 2010F | Inventory Mgmt. (Activity) | GS-2010 | 4 |
| 2010S | Inventory Mgmt. (Systemwide) | GS-2010 | 4 |
| 203LA | Labor Relations Assistant | GS-203 | 1 |
| 233 | Labor Relations Specialist | GS-233 | 1 |
| 3502 | Laborer | WG-3502 | 5 |
| 346 | Logistics Management Spec | GS-346 | 2 |
| 3414 | Machinist | WG-3414 | 5 |
| 305M | Mail Clerk | GS-305 | 2 |
| 343 | Management Analyst | GS-343 | 2 |
| 344 | Management Assistant | GS-344 | 2 |
| 5334 | Marine Machinery Mechanic | WG-5334 | 5 |

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Installation Procedures

| Menu | Menu Title | Series | Disk |
|-------------|------------------------------|---------------|-------------|
| 6907 | Materials Handler | WG-6907 | 5 |
| 6910 | Materials Expediter | WG-6910 | 5 |
| 7407 | Meatcutter | WG-7407 | 5 |
| 830F | Mechanical Engineer (Facil.) | GS-830 | 3 |
| 679 | Medical Clerk | GS-679 | 3 |
| 545 | Military Pay Clerk | GS-545 | 3 |
| 204 | Military Persnl Clerk/Tech | GS-204 | 1 |
| 5806 | Mobile Equipment Servicer | WG-5806 | 5 |
| 5703 | Motor Vehicle Operator | WG-5703 | 5 |
| 610 | Nurse | GS-610 | 3 |
| 326 | Office Automation Clerk | GS-326 | 2 |
| 4102 | Painter | WG-4102 | 5 |
| 544 | Payroll Clerk | GS-544 | 3 |
| 203EC | Personel Clerk (Empl. Rel.) | GS-203 | 1 |
| 203PA | Personnel Actions Clerk | GS-203 | 1 |
| 203CC | Personnel Clerk (Classif.) | GS-203 | 1 |
| 203BC | Personnel Clerk (Empl Bnfts) | GS-203 | 1 |
| 203DC | Personnel Clerk (Empl. Dev.) | GS-203 | 1 |
| 203LC | Personnel Clerk (Labor Rel.) | GS-203 | 1 |
| 201 | Personnel Specialist | GS-201 | 1 |
| 212 | Personnel Staffing Spec. | GS-212 | 1 |
| 5026 | Pest Controller | WG-5026 | 5 |
| 4204 | Pipefitter | WG-4204 | 5 |
| 4206 | Plumber | WG-4206 | 5 |
| 083 | Police Officer | GS-083 | 1 |
| 221 | Position Classification Spec | GS-221 | 1 |
| 620 | Practical Nurse | GS-620 | 3 |
| 1106 | Procurement Clerk | GS-1106 | 4 |
| 345B | Program Analyst (Financial) | GS-345 | 3 |
| 345A | Program Analyst (General) | GS-345 | 3 |
| 1105 | Purchasing Agent | GS-1105 | 4 |
| 5423 | Sandblaster | WG-5423 | 5 |
| 318A | Secretary (Situation A) | GS-318 | 2 |
| 318B | Secretary (Situation B) | GS-318 | 2 |
| 085 | Security Guard | GS-085 | 1 |
| 3806 | Sheet Metal Mechanic | WG-3806 | 5 |
| 3820 | Shipfitter | WG-3820 | 5 |

| Menu | Menu Title | Series | Disk |
|-------------|----------------------------|---------------|-------------|
| 203SA | Staffing Assistant | GS-203 | 1 |
| 203SC | Staffing Clerk | GS-203 | 1 |
| 2005F | Supply Clerk/Tech (Field) | GS-2005 | 4 |
| 2005S | Supply Clerk/Tech (System) | GS-2005 | 4 |
| 6904 | Tools and Parts Attendant | WG-6904 | 5 |
| 1712 | Training Instructor | GS-1712 | 4 |
| 540 | Voucher Examiner | GS-540 | 3 |
| 3703 | Welder | WG-3703 | 5 |
| 4605 | Wood Crafter | WG-4605 | 5 |
| 4604 | Wood Worker | WG-4604 | 5 |

Part 7 - Numerical Series Index

| Menu | Menu Title | Series | Disk |
|-------------|------------------------------|---------------|-------------|
| 081 | Firefighter | GS-081 | 1 |
| 083 | Police Officer | GS-083 | 1 |
| 085 | Security Guard | GS-085 | 1 |
| 201 | Personnel Specialist | GS-201 | 1 |
| 203BC | Personnel Clerk (Empl Bnfts) | GS-203 | 1 |
| 203CA | Classification Assistant | GS-203 | 1 |
| 203CC | Personnel Clerk (Classif.) | GS-203 | 1 |
| 203DA | Employee Devel. Assistant | GS-203 | 1 |
| 203DC | Personnel Clerk (Empl. Dev.) | GS-203 | 1 |
| 203EA | Employee Relations Assistant | GS-203 | 1 |
| 203EC | Personel Clerk (Empl. Rel.) | GS-203 | 1 |
| 203LA | Labor Relations Assistant | GS-203 | 1 |
| 203LC | Personnel Clerk (Labor Rel.) | GS-203 | 1 |
| 203PA | Personnel Actions Clerk | GS-203 | 1 |
| 203SA | Staffing Assistant | GS-203 | 1 |
| 203SC | Staffing Clerk | GS-203 | 1 |
| 204 | Military Persnl Clerk/Tech | GS-204 | 1 |
| 212 | Personnel Staffing Spec. | GS-212 | 1 |
| 221 | Position Classification Spec | GS-221 | 1 |
| 230 | Employee Relations Spec | GS-230 | 1 |
| 233 | Labor Relations Specialist | GS-233 | 1 |
| 235 | Employee Development Spec | GS-235 | 1 |
| 260M | Equal Employment Manager | GS-260 | 1 |
| 260S | Equal Employment Specialist | GS-260 | 1 |
| 305F | File Clerk | GS-305 | 2 |
| 305M | Mail Clerk | GS-305 | 2 |
| 318A | Secretary (Situation A) | GS-318 | 2 |
| 318B | Secretary (Situation B) | GS-318 | 2 |
| 322 | Clerk Typist | GS-322 | 2 |
| 326 | Office Automation Clerk | GS-326 | 2 |
| 332 | Computer Operator | GS-332 | 2 |
| 334CS | Computer Specialist | GS-334 | 2 |
| 334EA | Computer Equipment Analyst | GS-334 | 2 |
| 334P | Computer Programmer | GS-334 | 2 |
| 334PA | Computer Programmer Analyst | GS-334 | 2 |
| 334SA | Computer Systems Analyst | GS-334 | 2 |

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| Menu | Menu Title | Series | Disk |
|-------------|------------------------------|---------------|-------------|
| 335 | Computer Clerk/Assistant | GS-335 | 2 |
| 343 | Management Analyst | GS-343 | 2 |
| 344 | Management Assistant | GS-344 | 2 |
| 345A | Program Analyst (General) | GS-345 | 2 |
| 345B | Program Analyst (Financial) | GS-345 | 2 |
| 346 | Logistics Management Spec | GS-346 | 2 |
| 350 | Equipment Operator | GS-350 | 2 |
| 356 | Data Transcriber | GS-356 | 2 |
| 392 | Communications Clerk | GS-392 | 2 |
| 393 | Communications Specialist | GS-393 | 2 |
| 510 | Accountant | GS-510 | 3 |
| 511A | Auditor (External Auditing) | GS-511 | 3 |
| 511B | Auditor (Internal Auditing) | GS-511 | 3 |
| 525 | Accounting Technician | GS-525 | 3 |
| 540 | Voucher Examiner | GS-540 | 3 |
| 544 | Payroll Clerk | GS-544 | 3 |
| 545 | Military Pay Clerk | GS-545 | 3 |
| 560 | Budget Analyst | GS-560 | 3 |
| 561 | Budget Assistant | GS-561 | 3 |
| 610 | Nurse | GS-610 | 3 |
| 620 | Practical Nurse | GS-620 | 3 |
| 679 | Medical Clerk | GS-679 | 3 |
| 802A | Engineering Tech (Air) | GS-802 | 3 |
| 808F | Architect | GS-808 | 3 |
| 810F | Civil/Structural Engineer | GS-810 | 3 |
| 830F | Mechanical Engineer (Facil.) | GS-830 | 3 |
| 850F | Electrical Engineer (Facil.) | GS-850 | 3 |
| 856A | Electronics Tech (Air) | GS-856 | 3 |
| 861A | Aerospace Engineer | GS-861 | 3 |
| 895 | Industrial Engineering Tech | GS-895 | 3 |
| 896 | Industrial Engineer | GS-896 | 3 |

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Installation Procedures

| Menu | Menu Title | Series | Disk |
|-------------|------------------------------|---------------|-------------|
| 1102 | Contract Specialist | GS-1102 | 4 |
| 1105 | Purchasing Agent | GS-1105 | 4 |
| 1106 | Procurement Clerk | GS-1106 | 4 |
| 1150 | Industrial Specialist | GS-1150 | 4 |
| 1173 | Housing Management Spec. | GS-1173 | 4 |
| 1670 | Equipment Specialist | GS-1670 | 4 |
| 1702 | Education and Training Tech. | GS-1702 | 4 |
| 1710 | Education Specialist | GS-1710 | 4 |
| 1712 | Training Instructor | GS-1712 | 4 |
| 2005F | Supply Clerk/Tech (Field) | GS-2005 | 4 |
| 2005S | Supply Clerk/Tech (System) | GS-2005 | 4 |
| 2010F | Inventory Mgmt. (Activity) | GS-2010 | 4 |
| 2010S | Inventory Mgmt. (Systemwide) | GS-2010 | 4 |
| 2602 | Electronic Meas Equip Mech | WG-2602 | 5 |
| 2604 | Electronics Mechanic | WG-2604 | 5 |
| 2610 | Electronic Integ. Sys. Mech. | WG-2610 | 5 |
| 2805 | Electrician | WG-2805 | 5 |
| 2810 | Electrician (HV) | WG-2810 | 5 |
| 2892 | Aircraft Electrician | WG-2892 | 5 |
| 3359 | Instrument Mechanic | WG-3359 | 5 |
| 3414 | Machinist | WG-3414 | 5 |
| 3502 | Laborer | WG-3502 | 5 |
| 3566 | Custodial Worker | WG-3566 | 5 |
| 3610 | Insulator | WG-3610 | 5 |
| 3703 | Welder | WG-3703 | 5 |
| 3806 | Sheet Metal Mechanic | WG-3806 | 5 |
| 3808 | Boilermaker | WG-3808 | 5 |
| 3820 | Shipfitter | WG-3820 | 5 |

Pdwriter 4.0

Installation Procedures

| Menu | Menu Title | Series | Disk |
|-------------|-----------------------------|---------------|-------------|
| 4102 | Painter | WG-4102 | 5 |
| 4204 | Pipefitter | WG-4204 | 5 |
| 4206 | Plumber | WG-4206 | 5 |
| 4604 | Wood Worker | WG-4604 | 5 |
| 4605 | Wood Crafter | WG-4605 | 5 |
| 4607 | Carpenter | WG-4607 | 5 |
| 5026 | Pest Controller | WG-5026 | 5 |
| 5306 | Air Conditioning Equip Mech | WG-5306 | 5 |
| 5334 | Marine Machinery Mechanic | WG-5334 | 5 |
| 5402 | Boiler Plant Operator | WG-5402 | 5 |
| 5423 | Sandblaster | WG-5423 | 5 |
| 5703 | Motor Vehicle Operator | WG-5703 | 5 |
| 5704 | Fork Lift Operator | WG-5704 | 5 |
| 5725 | Crane Operator | WG-5725 | 5 |
| 5803 | Heavy Mobile Equipment Mech | WG-5803 | 5 |
| 5806 | Mobile Equipment Servicer | WG-5806 | 5 |
| 5823 | Automotive Mechanic | WG-5823 | 5 |
| 6904 | Tools and Parts Attendant | WG-6904 | 5 |
| 6907 | Materials Handler | WG-6907 | 5 |
| 6910 | Materials Expediter | WG-6910 | 5 |
| 7404 | Cook | WG-7404 | 5 |
| 7407 | Meatcutter | WG-7407 | 5 |
| 7408 | Food Service Worker | WG-7408 | 5 |
| 8602 | Aircraft Engine Mechanic | WG-8602 | 5 |
| 8852 | Aircraft Mechanic | WG-8852 | 5 |

SUPPLEMENTARY

INFORMATION

| | | |
|--|------------|--------------|
| Post-it Brand fax transmittal memo 767 | | # of pages |
| To | Pat Murphy | From |
| Co | NITC | Co |
| Dept | | Dept of Navy |
| Fax # | 274-9307 | Phone # |
| | | 403-696-6819 |

Pdwriter 4.0

Errata Sheet

Appendix C - Installation Procedures

Page 2, Part I -- Installing Pdwriter on a Hard Disk, Page 2, Paragraph titled "Installation." The third sentence should read:

Place the Pdwriter Install disk in the floppy drive.

Appendix A - General Schedule Series Information Sheet

GS-326, page 3. The Factor Levels for the GS-7 example should be as shown below. The total points are correct.

| Factor | Level |
|----------------------|-------|
| Knowledge and Skill | 1-4 |
| Supervisory Controls | 2-3 |
| Guidelines | 3-2 |
| Complexity | 4-3 |
| Scope & Effect | 5-2 |
| Personal Contacts | 2 |
| Purpose of Contacts | B |
| Physical Demands | 8-1 |
| Work Environment | 9-1 |

GS-334, page 4. The value for Factor Level 1-7 in the first GS-11 example should be 1250 points. The total points are correct.

60628 AD A 342909
ERRATA